

## Side Letter of Agreement 2014-15.4

*Note: This side letter serves as an addendum to 2014-15.1*

### **Cabrillo Community College District (District) and the Cabrillo College Federation of Teachers (CCFT)**

#### **Additional Pay for Designated Adjunct Ancillary Activities FY 2014-15 spring 2015**

This side letter serves as an addendum to the 2014-15.1 side letter. Representatives for the spring 2015 pilot are delineated below: a total of 6 representatives will be assigned for spring 2015 as follows:

- Faculty Senate –three representatives
- Student Equity – one representative
- Assessment Review Committee (ARC) – one representative
- Facilities Planning Committee (FPC) – one representative
- Payment for participation will be as follows:
  - \$600 each for Faculty Senate representative
  - \$250 each for Student Equity, ARC, and the Facilities Planning Committee representatives
- An adjunct shall receive payment for only one committee assignment listed above during this pilot provision.
- At the end of the 2014 fall semester and 2015 spring semester, each participating adjunct will be required to submit a one page Ancillary Activity Pilot report (see attached template) to the committee chair who will sign the report and indicate that the adjunct attended the meetings and contributed to the committee discussion. The adjunct will include in the report how their participation contributed to *Institutional Effectiveness* and *Student Success goals* of the college.
- CCFT will prepare an *Authorization for Payment for Services* form and submit the form to the VPI for Faculty Senate, VPSS for Student Equity, and by the VPAS for the Facilities Planning Committee, and the President for the ARC committee for signature prior to the June 2015 payroll deadline. The *Authorization for Payment for Services* form will be signed by the employee, the chair of the committee and the appropriate VP. The VP will submit the *Authorization for Payment for Services* form to payroll for processing. Paperwork for spring 2015 participants will be submitted by the June 2015 payroll deadline.
- If more than one meeting is missed, the adjunct's payment will be reduced by the percentage of additional (>1) meetings missed without regard to the reason for the absence. Flex week meetings are excluded.

How Representatives are Determined:

- Adjuncts that serve on the Faculty Senate are elected or selected as specified by the Faculty Senate Bylaws.
- Representatives for the Student Equity and ARC Committee will be jointly selected by the presidents of CCFT and the Faculty Senate.
- The Facilities Planning Committee representative is appointed by CCFT.

Time served for these designated pilot program ancillary activities will not count toward the 67% limit in addition to those workload exclusions defined in Article 16.7.

If an adjunct is receiving payment from CCFT or another funding source for serving on a committee, the adjunct instructor is not eligible to receive payment from the District for ancillary activities for the same service on that committee.

Evaluation of Additional Pay for Designated Ancillary Activities Pilot Provision:

The evaluation of this pilot provision will be part of negotiations in 2015-16. The pilot program will sunset after spring semester 2015 and may be considered as part of the overall negotiation process for 2015-16.

The District and CCFT negotiation teams will evaluate this extended pilot program in light of overall compensation program priorities. The evaluation process will include:

- examining how the unique adjunct perspective informed the overall discussion and outcomes of the issues considered by the aforementioned committees
- considering any unintended consequences that may arise during the extended pilot
- considering the associated costs and effectiveness of administering the extended pilot provision

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Date

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Date

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For Cabrillo Community College District

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For Cabrillo College Federation of Teachers  
(CCFT)

**2014-15 Ancillary Activity Pilot  
Request for Payment for Designated Ancillary Activities**

Academic semester and year: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Division/department: \_\_\_\_\_

Name of committee: \_\_\_\_\_

Committee Chair (Project Coordinator): \_\_\_\_\_

Appropriate Vice President/President: \_\_\_\_\_

Stipend amounts: \$600/semester for serving on the Faculty Senate; \$250/semester for serving on other designated campus-wide committees.

I contributed to institutional effectiveness and student success goals of the college by participating in discussions and recommendations regarding, but not limited to, the following: *(please provide a bulleted list)*

I communicated information from the committee to my constituency by:

- Emailing minutes of meeting to \_\_\_\_\_
- Reporting at \_\_\_\_\_ meeting
- Emailing a written report
- I did not report to my constituency

I am most excited about contributing, or having learned about, the following:

*Submit this page with an **authorization of payment form** signed by yourself and the committee chair to CCFT after the last meeting of the semester, by the beginning of final exam week.*

*Background:*

In 2014 CCFT and the District agreed to establish a pilot project to support adjunct faculty to become more involved in the college via the Faculty Senate or other important campus-wide committees. While many adjuncts participate in such activities, providing a stipend to encourage participation in areas that reflect the top college priorities demonstrates a commitment to increasing adjunct awareness of relevant issues and supporting adjunct connection with the college. The pilot will be evaluated as part of the 2015-16 faculty negotiation process.