

Side Letter of Agreement 2015-16.2

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

Additional Pay for Designated Adjunct Ancillary Activities for the 2015-16 Academic Year (Extension of spring 2014 pilot)

In spring 2014, the District and CCFT agreed to implement a limited pilot additional pay provision for adjunct faculty serving on designated committees; the pilot program was extended for the 2014-15 academic year. The pilot was evaluated in spring of 2014 and 2015. Changes were made to the process as a result of the evaluation. This side letter serves as an extension of the pilot for one more year: 2015-16.

Representatives for the extended pilot may serve on any one of the committees below:

- Faculty Senate – one at-large representative
- Safety Committee (Subcommittee of the Facilities Planning Committee)
- Student Success Conference Team
- Student Equity Committee
- Technology Committee
- Professional Engagement and Transformational Learning (PETL) Committee
- Assessment Review Committee (ARC)
- Facilities Planning Committee (FPC)
- The District will fund \$2,250 per semester on a one time basis. The semester total of \$2,250 will be available to be distributed equally among the qualified adjunct representatives, up to a maximum of \$250 per person for all assignments except the Faculty Senate rep who will receive \$500.
- An adjunct shall receive payment for only one committee assignment per semester listed above during this pilot provision.
- CCFT will provide the list of pilot participants to the District no later than Friday of the second week of classes each semester. No changes to the list of pilot participants will be accepted after the second week of the semester. If a representative is not identified by the second week, no funding will be allocated for the assignment.
- At the end of each 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 appropriate VP for signature prior to the end of each semester. 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. 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.

CCFT will appoint the representatives. When considering appointments, CCFT will take into account how the qualifications of the adjunct fit with the work of the committee.

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 2016-19. The pilot program will sunset after spring semester 2016 and may be considered as part of the overall negotiation process for 2016-19.

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

- any unintended consequences that may arise during the extended pilot
- the associated costs and effectiveness of administering the extended pilot
- subject matter expertise of the adjunct
- the effectiveness of the pilot in enhancing adjunct connection to and investment in the institution
- broad participation across all divisions
- appointing adjuncts whose knowledge and expertise allow them to make significant contributions to the work of the committee.

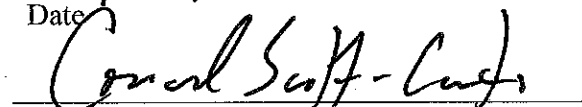
The pilot program is not intended to be a professional development training activity for faculty.

8/25/15

Date


For Cabrillo Community College District

8/25/2015

Date


For Cabrillo College Federation of Teachers
(CCFT)

CS-C 8/25/15
VL 8/25/15

**2015-16 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: _____

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 of specific examples of your contributions to the work of the committee).*

List specific ways you communicated the work of the committee to the faculty at Cabrillo.

*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.*