

Side Letter of Agreement 2016-17.5

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

Additional Pay for Designated Adjunct Ancillary Activities for the 2016-17 Academic Year (Extension of Side Letter 2015-16.2 pilot)

This side letter serves as an extension of the ancillary pilot for 2016-17.

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

- Faculty Senate (applies to faculty representatives elected through the regular election process)
- Safety Committee (Subcommittee of the Facilities Planning Committee)
- Technology Committee
- Institutional Effectiveness (IE)
- Facilities Planning Committee (FPC)

Appointees must have re-employment preference (Article 16.8.2) to serve on committees and receive compensation under this side letter.

- The District will fund \$3,000 per semester on a one-time basis. The semester total of \$3,000 will be available to be distributed among the qualified adjunct representatives. CCFT will determine how to allocate funding based on number of participants. If funding is over-allocated in the fall semester, the overage will be deducted from the spring semester allocation.
- 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.
- Appointees are required to send an email summary of each meeting to the appropriate audience (faculty), and copy the appropriate VP: VPI for Faculty Senate, VP of Administrative Services for Facilities Planning Committee, Safety Committee (Subcommittee of the Facilities Planning Committee), and Technology Committee.
- 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 completed during the spring 2017 semester. Changes will be incorporated into a new Side Letter that will span the remainder of the 2016-19 contract.

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.

8/23/16

Date

For Cabrillo Community College District

Aug 23, 2016

Date

For Cabrillo College Federation of Teachers (CCFT)

**2016-176 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 contributed and communicated the work of the committee to the faculty at Cabrillo and attach copies of the emails you sent following each committee meeting, summarizing your report out to the appropriate audience (faculty, etc.).

*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.*