

SIDE LETTER
BLOCK SCHEDULING

SIDE LETTER BETWEEN GLENDALE COLLEGE GUILD AND GLENDALE COLLEGE DISTRICT:

The block scheduling side letter for the 2010-2011 academic year shall be extended to the 2011-2012 academic year.

Date of Agreement: June 2, 2011

Jewel Price

Jewel Price

Chief Negotiator

Glendale College District

Gordon Alexandre

Gordon Alexandre

Chief Negotiator

Glendale College Guild

SIDE LETTER
BLOCK SCHEDULING

The District and the Guild agree to the following modifications to the Collective Bargaining Agreement (CBA) for the 2010-2011 academic year only:

1. **Article VI, Section 1** – Contract faculty are required to maintain a 35-hour workweek, and to be present on campus for their scheduled obligations, including but not limited to their primary assignment (teaching, counseling, library work, etc.), curriculum development, and governance/committee participation. Non-scheduled hours may be fulfilled off campus.
2. **Article VI, Section 2** – Contract faculty may have the option of fulfilling their basic on-campus professional requirements in a four-day work week, without necessarily being scheduled outside of the standard 8:00 am – 4:30 pm hours. However, no faculty member is guaranteed a Monday through Thursday work week.
3. **Article VI, Section 2, A1 and B1**- The contractual clause limiting each division or organizational unit to have no more than one third (1/3) of the number of contract faculty on the four-day work week is hereby eliminated. However, all Division Chairs shall remain on a five-day work week.
4. **Article VI, Section 2, A2 and B3** - Priority in assignments and specific days off shall be recommended by the Division Chair, and approved by the Vice President of Instructional Services or the appropriate Student Services Administrator.
5. **Article VI, Section 3A** – Each contract faculty member shall maintain a minimum of five (5) hours a week as office hours for student consultation. A minimum of four (4) conferencing hours shall be held on campus, and the remaining one (1) may be offered online for faculty teaching traditional courses. Faculty teaching online/hybrid courses shall have the option of holding one (1) office hour online for each 20% of their online/hybrid instruction; the online conferencing hours per week for online/hybrid instruction faculty shall however be limited to three (3), and a minimum of two (2) office hours per week should be held on campus. All contract faculty may hold their conferencing times in blocks of less than one hour; however, these time blocks shall not be shorter than thirty (30) minutes each. No more than two (2) hours of conferencing, either on campus or online, shall be scheduled on any given workday.
6. **College Hour** – The college hour shall be scheduled between the 12:20 pm and 1:30 pm time on Mondays, Tuesdays, Wednesdays, and Thursdays. The parties agree to two “hard” (Tuesday, Thursday) and two “soft” (Monday, Wednesday) college hours. Contract faculty may not teach or hold conference hours during the hard college hours; however, they may schedule conference hours during the soft college hours, provided they do not have a committee obligation at that time. Contract instructional faculty may only be scheduled to teach during the soft college hours with prior authorization from the Vice President of Instructional Services. A similar authorization may be obtained for Student Services faculty from the appropriate Student Services Administrator.

This agreement aims at addressing all contractual issues arising from the implementation of block scheduling in Fall 2010. In the event the parties have either omitted a portion in the CBA which may be affected by block scheduling, or the modifications above have some unintended consequences, the parties agree to meet to rectify the problem(s) expeditiously.

In Spring 2011, both parties agree to open negotiations of all items related to Block Scheduling starting from the above six sections of this side letter. If no agreement is reached on a particular item by the end of Spring 2011, the language in the current contract is maintained for that item only.

Date of Agreement May 20, 2010



Rick Perez
Chief Negotiator,
Glendale College District



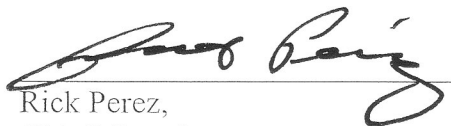
Steve Marsden
Chief Negotiator,
Glendale College Guild

GLENDALE COMMUNITY COLLEGE
MEMORANDUM OF UNDERSTANDING
BLOCK SCHEDULING

In developing the changes to the collective bargaining agreement due to the implementation of block scheduling, the District and Guild agree to the following working assumptions:

1. The College is open Monday through Saturday.
2. Contract Faculty may be scheduled Monday through Friday with the same limitations that currently exist in the contract (we can itemize if needed).
3. No full-time faculty member is guaranteed a four-day work week.
4. Faculty may need to extend beyond the traditional schedule to complete their load/assignment in a four-day work week.
5. Not all four-day work weeks are Monday through Thursday. Other acceptable options include (but are not limited to) Tuesday through Friday; Monday-Wednesday-Friday-Saturday; and Tuesday-Thursday-Friday-Saturday.
6. Division Chairs and Administrators remain on a five-day work week.
7. Governance remains a high priority. The same faculty commitment to governance is expected.
8. Office hours are to meet the needs of the students.
9. Neither the District nor the faculty should experience significant, unintended negative or positive impact due to the implementation of block scheduling.
10. The intent of negotiations in Spring 2011 is to solve both existing and potential problems with Block Scheduling.

Date of Agreement May 20, 2010



Rick Perez,
Chief Negotiator
Glendale College District



Steve Marsden,
Chief Negotiator
Glendale College Guild