

The Glendale Community College District and the Glendale College Guild tentatively agree to add the following section to the end of Article XI, Section 1 of their collective bargaining agreement. These provisions shall only be effective for the opt-out months of January, 2014 through December 2014.

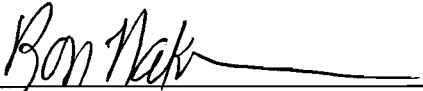
F. All eligible employees should have health coverage in either a District plan or a plan provided through a spouse or domestic partner who does not work for Glendale Community College District. An employee that is eligible for a District-paid health plan and is covered by another health plan through a spouse or domestic partner may voluntarily opt out of the District plan. This employee will be paid the amount listed in the chart below for each month he/she is eligible for a District-paid health plan but is not covered.

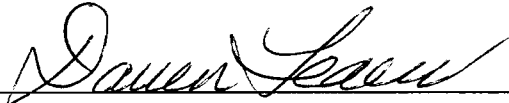
<u>Number of employees opting-out</u>	<u>Monthly incentive amount</u>
7 <del>8</del> or fewer	\$250
<del>8 or 9</del> <u>9 to 11</u>	\$400
<del>10</del> <u>12 to 14</u>	\$500
<u>15 or more</u>	<u>\$550</u>

The employee shall receive the money in a stipend check that will be paid in January and July for the previous six months' accumulation.

To participate in this option, the employee must show proof of coverage from the other health plan and the stipend will be effective on the first working day of the subsequent month. If an employee is receiving this stipend and loses health coverage through his/her spouse or domestic partner, he/she will be required to be re-enrolled in one of the District's plans on the first working day of the subsequent month of the loss of coverage and the stipend will end in the month of the termination of the other plan. To be re-enrolled in a District plan, the employee must show proof of termination from the other health carrier within 30 days of termination.

Date of Agreement 10/31/2013

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District  
Guild

  
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Chief Negotiator, Glendale College  
Guild

**ARTICLE III  
GUILD RIGHTS**

**Section 3. Responsibilities of Faculty Members**

A. The faculty member shall treat the students with respect.

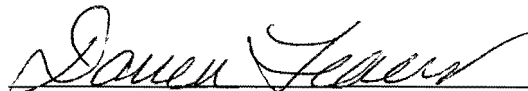
B. The faculty member shall fulfill his/her professional obligation and be able to defend the relevance of instructional activities as they relate to course materials, development of critical thinking, debate or research.

**C. Assessing student learning outcomes (SLO's) and reporting the results are part of the obligations of all instructors, including adjunct instructors. Adjunct faculty shall not be required to attend meetings to write, discuss, or edit SLO's.**

Date: 10/31/2013



Ron Nakasone, Chief Negotiator  
Glendale Community College District



Darren Leaver, Chief Negotiator  
Glendale College Guild

## Article VIII Salaries

### Section 3. Intersession – Pay

#### A. Instructional Contract Employee

In accordance with the approved calendar, the District may offer up to three intersessions ("short session"). Instructors who are paid under Appendix 'A' during the regular academic year shall ~~remain under Appendix 'A'~~ **be paid by schedules B-14 through B-24** of this agreement. **These schedules are based on the load of their discipline and** but shall be limited to a maximum of step 8 of the applicable class. **Schedule B-2012 which is fixed and not subject to future changes will be used in lieu of Schedule B-21 until the Class II, Step 6 rate in the B-21 table exceeds the Class II, Step 6 rate in Schedule B-2012. Schedule B-2012 will also be used in lieu of Schedule B-24 until the Class II, Step 6 rate in the B-24 table exceeds the Class II, Step 6 rate in Schedule B-2012.**

~~Intersession pay shall be calculated on the actual teaching hours in relation to a full time equivalent load calculated at 1.67 months. All intersession hours in excess of sixty percent (60%) of a full time load (as defined in Article VI, Section 4) shall be paid at the hourly rate. For purposes of this annual 60% load limitation, the year begins with the first summer session.~~

The number of hours that constitute a full-time teaching load during intersession shall be six (6) times the number of hours on the teaching load chart in Article VI, Section 4. Any lecture or laboratory hours in excess of said load shall not exceed six (6) hours per week, except by special approval of the Vice President of Instructional Services.

#### B. Nursing Instructors Intersession Pay

1. Nursing instructors normally employed on a ten (10) school month basis may be employed on an "as needed" basis during the ~~non-contractual period~~ **intersessions**.

2. Nursing instructors employed on an "as needed" basis during the ~~noncontractual period~~ **intersessions** shall be paid at the **sixty five percent (65%) of their same** daily rate as they are paid during the regular contract year. They shall be paid the daily rate only for days worked, or for days when they are eligible for absence due to illness or personal necessity as provided in this Agreement.

#### C. Intersession Pay - Adjunct Instructors

Adjunct faculty teaching a credit class during intersession will be paid a total

amount equal to:

(# teaching units) X 18X (rate on B2 **B-14 thru B-24** Schedules\*). The amount of each check will depend on how the intersession dates match up with the County Payroll schedule.

Adjunct faculty teaching a non-credit class during intersession will be paid a total amount equal to:

(# teaching hours per week) X (#weeks) X (rate on B2 **B-14 thru B-24** Schedules\*). The amount of each check will depend on how the intersession dates match up with the County Payroll schedule.

\* **Schedule B-2012 which is fixed and not subject to future changes will be used in lieu of Schedule B-21 until the Class II, Step 6 rate in the B-21 table exceeds the Class II, Step 6 rate in Schedule B-2012. Schedule B-2012 will also be used in lieu of Schedule B-24 until the Class II, Step 6 rate in the B-24 table exceeds the Class II, Step 6 rate in Schedule B-2012.**

#### D. Summer Pay - Contract Counselors

Contract counselors who work a one hundred ninety (190) day schedule shall be able to work additional summer hours, as necessary, as determined by the District, at their hourly overload rate of pay.

Contract counselors opting to work an additional summer block of twenty-one (21) days (or 147 hours), shall earn a per diem rate of pay calculated on the instructional faculty yearly base pay divided by one hundred seventy-seven (177) days and capped at **step 8**the currently negotiated step for intersession pay.

#### E. Summer **Intersession** Pay – Adjunct Counselors

Any adjunct counselor employed by the District for summer **intersession** hours shall be compensated at the regular hourly rate on the B2 schedule.

#### **F. Intersession Pay – Contract Librarians**

**Contract librarians shall be able to work during the intersessions, as determined by need and available resources, an additional 180 hours at 65% of their monthly pay rate from Schedule A capped at Step 8, times a factor of 1.67. Each librarian may work, upon mutual agreement with the District and depending on need and resources, an additional 144 hour block, at 65% of their monthly pay rate from Schedule A (capped at Step 8) times a factor of 1.33.**

#### **G. Intersession Pay – Adjunct Librarians**

Any adjunct librarian employed by the District for intersession work shall be compensated at the regular hourly rate on the B2 schedule.

H. Intersession Pay – Contract Non-Reading Specialist

Each contract non-reading specialist who is on duty for 35 hours per week during the primary semesters, fall and spring, which coincide with the instructional calendar shall be paid per hour at 65% of their annual pay rate from Schedule A (capped at step 8) divided by 1085 (the number of their on-duty hours during the instructional year).

Date of Agreement 10/10/13



Ron Nakasone,  
Chief Negotiator, Glendale College



Darren Leaver  
Chief Negotiator, Guild

APPENDIX "C"  
WORK YEAR - FACULTY

COUNSELOR WORK YEAR 190 DAYS SCHEDULING

**Section 1. Coincide with Instructional Calendar**

One hundred seventy-seven (177) days of the one hundred ninety 190 days of the counselor's contract days shall coincide with the instructional teaching, flex and winter intersession days.

**Section 2. Remaining 13 Days**

Of the Thirteen (13) remaining contract work days (91 hours), eleven (11) days shall be worked either immediately after the close of the spring semester or immediately before the beginning of the fall semester. In the event that there are days requiring counselor coverage in January before the start of the winter intersession, those days may be used as part of the remaining 13 days.

**Section 3. Additional 21- Day Summer Block**

**Contract counselors who work a one hundred ninety (190) day schedule shall be able to work additional summer hours, as necessary, as determined by the District, at their hourly overload rate of pay.**

Counselors opting to work an additional block of twenty-one (21) days (or 147 hours) shall work these twenty-one (21) additional days beyond the one hundred ninety (190) days currently worked for a total of two-hundred eleven (211) days. These days shall be worked in either the month of July or the month of August.

Counselors not choosing to work an additional twenty-one (21) day block shall have the right of first refusal for any hourly assignments offered within said counselor's unit.

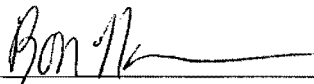
**Section 4. Staffing Levels**

Coverage shall be as close as possible to 50%, given the number of counselors in each organizational unit, for the time blocks listed in Sections 1 and 2 above. Counselors opting to work an additional block of twenty-one (21) days (or 147 hours) in either July or August shall work their additional 13 days in June. These counselors shall be scheduled first which may result in 190 day counselors being required to work their thirteen (13) additional days immediately before the beginning of the fall semester. Counselors shall be guaranteed four consecutive non-paid weeks off during the months of July or August. Counselors electing to take these four consecutive weeks off during the winter intersession may do so, but no counselor shall be compelled to do so.

## Section 5. Determining Priority for Scheduling

By April 15 the schedule for the upcoming summer shall be finalized. Blocks shall be scheduled in accordance with each organizational unit's internal scheduling priority system. The Division Chair of Student Services shall resolve any conflict.

Date of Agreement 11-26-13



Ron Nakasone,  
Chief Negotiator, Glendale College



Darren Leaver  
Chief Negotiator, Guild

Faculty Member's Name \_\_\_\_\_ Tenured \_\_\_ Tenure Track \_\_\_ Adjunct \_\_\_ Date \_\_\_\_\_ Division \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
NI = Needs Improvement	NO = Not Observed

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT

**EVALUATION CRITERIA**

Reference	EX	MT	NI	UN	NA	NO
1. Encourages students to ask questions, follows up on queries, is approachable						
2. Knows, follows, and keeps current with changes to library policies and procedures						
3. Exhibits and continues to acquire knowledge of reference sources						
4. Provides information competency instruction: utilizes instruction computers appropriately						
5. Conducts thorough reference interview with students in order to understand their information need						
6. Reads and responds to e-mail communications; consults online reference manual regularly						
7. Attends to GCC Library work while at the reference desk; works on assigned projects; punctuality and attendance						

Narrative Comments (Required for EX, MT, NI, or UN):

Collection Development	EX	MT	NI	UN	NA	NO
8. Selects appropriate materials - level, currency, subjects						
9. Encourages faculty participation and coordinates with subject/discipline specialists						
10. Weeds/deselects materials						
11. Keeps up with review literature						
12. Exhibits knowledge of the library's collections						

Narrative Comments (Required for EX, MT, NI, or UN):

Administrative Activities	EX	MT	NI	UN	NA	NO
13. Displays knowledge and technical competency in area of responsibility						
14. Demonstrates organizational and planning skills						
15. Makes recommendations regarding expenditures						
16. Participates in policy development and implementation						
17. Assumes responsibility and accountability for area activities; directs and manages projects						
18. Fosters a productive work environment; effective supervision and training						
19. Demonstrates initiative and creativity						
20. Assesses student success and makes changes based on data gathered						
21. Demonstrates responsiveness and sensitivity to time issues						



Narrative Comments (Required for EX, MT, NI, or UN):

Technology	EX	MT	NI	UN	NA	NO
22. Demonstrates knowledge and competency in new information technologies						
23. Applies technology in the library and/or classroom effectively and implements new technologies appropriately						
24. Assumes responsibility for keeping up with changes in library and information technologies						

Narrative Comments (Required for EX, MT, NI, or UN):

Classroom Performance	EX	MT	NI	UN	NA	NO
25. Presents course material/concepts clearly and effectively						
26. Organizes class and course material to foster student learning						
27. Demonstrates mastery and currency of content; keeps current in discipline						
28. Uses class time effectively						
29. Exhibits punctuality and regular attendance						
30. Displays enthusiasm for the subject matter						
31. Meets course/session objectives						

Narrative Comments (Required for EX, MT, NI, or UN):

Evidence of Student Learning	EX	MT	NI	UN	NA	NO
32. Provides opportunities for student participation in classroom activities						
33. Addresses core competencies (including writing across the curriculum, information competency, etc.)						
34. Assesses student success and makes changes based on data gathered						
35. Encourages critical thinking						
36. Meets the varied educational needs of students						

Narrative Comments (Required for EX, MT, NI, or UN):

Approaches to Learning	EX	MT	NI	UN	NA	NO
37. Meets required standards for course overview, syllabus, exams, and other course materials						
38. Utilizes effective teaching techniques and methodologies						
39. Includes culturally diverse materials						
40. Develops innovative teaching techniques (collaborative learning, use of technology, learning/teaching techniques, etc.)						

Narrative Comments (Required for EX, MT, NI, or UN):

**Relationship with Students, Staff, and Colleagues**

	EX	MT	NI	UN	NA	NO
41. Demonstrates respect for students, staff, and colleagues						
42. Assists students beyond the library and/or classroom experience						
43. Displays enthusiasm for the service provided						
44. Cooperates and works effectively with colleagues; exhibits teamwork; is responsible and dependable						
45. Receives positive evaluations from students						

Narrative Comments (Required for EX, MT, NI, or UN):

**Professional Responsibility - Tenured and Tenure Track Faculty Only**

	EX	MT	NI	UN	NA	NO
46. Consistently submits required documents (such as grades, rosters, and records) in a timely manner						
47. Participates in on-campus activities and on governance committees						
48. Attends faculty, division, and departmental meetings (if applicable)						
49. Completes FLEX assignments in a timely manner						
50. Participates on evaluation and hiring committees						
51. Works with peers to develop/improve programs (including curriculum)						
52. Participates in Program Review						
53. Participates in professional organizations and conferences						

Narrative Comments (Required for EX, MT, NI, or UN):

**Professional Responsibility - Adjunct Faculty Only**

	EX	MT	NI	UN	NA	NO
54. Consistently submits required documents (such as grades, rosters, and records) in a timely manner						
55. Completes FLEX assignments in a timely manner						

Compensated time for the additional activities listed below shall not be rated on this form:

56. Participates in on-campus activities and on governance committees						
57. Attends faculty, division, and departmental meetings, if applicable						
58. Works with peers to develop/improve programs (including curriculum)						
59. Participates in Program Review						
60. Participates in professional organizations and conferences						

Narrative Comments (Required for EX, MT, NI, or UN):

Evaluator's assessment of optional self-evaluation by evaluatee (attach self-evaluation to this document)

LIBRARY FACULTY EVALUATION

When determining overall rating, please note:

The evaluation criteria (Reference, Collection Development, Administrative Activities, Technology, Classroom, Performance, Evidence of Student Learning, Approaches to Learning, Relationship with Students, Staff, and Colleagues, and Professional Responsibility) cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria in the Summary Evaluation below.

- \_\_\_\_\_ Exceeds professional standards  
The librarian is innovative, engaging, and creates a learning environment that produces an outstanding educational experience for the students in the library and/or classroom. Students come away excited and knowledgeable about the library and/or classroom experience. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.
- \_\_\_\_\_ Meets professional standards  
The librarian knows the subject matter and presents it in an understandable and orderly manner. Students gain knowledge of the key concepts and issues from the library and/or classroom experience. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.
- \_\_\_\_\_ Needs to improve  
The librarian has a basic understanding of the subject field, but has difficulty translating that understanding into an effective library and/or classroom experience. Students have trouble grasping core concepts and fail to engage with the subject matter. The librarian performs at an academic and professional level below what is expected. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.
- \_\_\_\_\_ Unsatisfactory performance  
It is not clear that the librarian has a fundamental knowledge of the subject field. The librarian performs at an academic and professional level that is unacceptable. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.

Summary evaluation, including commendations and recommendations:

[Empty box for summary evaluation]

SIGNATURES

Evaluator	_____	Date	_____
Division Chair	_____	Date	_____
Evaluatee	_____	Date	_____

Signature of evaluatee does not constitute endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- \* Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- \* A copy is provided to the evaluatee.
- \* A copy may be kept on file in the evaluator's office.
- \* In the case of evening faculty, a copy may be kept in the appropriate administrative office.

Tentative Agreement 11/26/13



Darren Leaver  
Glendale College Guild



Ron Nakasone  
Glendale Community College

CLASSROOM FACULTY EVALUATION

Faculty Member's Name \_\_\_\_\_ Date \_\_\_\_\_ Division \_\_\_\_\_  
 \_\_\_ Tenured \_\_\_ Tenure-Track \_\_\_ Adjunct

Evaluator's Name \_\_\_\_\_

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
NI = Needs Improvement	NO = Not Observed

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.

EVALUATION CRITERIA

<b>Classroom Performance</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
1. Communicates clearly and effectively						
2. Organizes class & course material to foster student learning						
3. Demonstrates mastery & currency of content						
4. Uses class time and/or technology-mediated instruction options in an effective manner						
Narrative Comments (Required for EX, MT, NI or UN):						
<b>Evidence of Student Learning</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
5. Develops assignment/activities to elicit student critical thinking						
6. Provides opportunities for student participation						
7. Uses visual, auditory and contextual modalities for student learning						
8. Classroom environment is conducive to learning						
9. Develops assignments/assessments consistent with course objectives						
10. Assesses student success and responds appropriately to information gathered						
Narrative Comments (Required for EX, MT, NI or UN):						

<b>Relationship with students, staff and colleagues</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
11. Demonstrates respect for students & others						
12. Demonstrates respect for colleagues						
13. Assists students during scheduled office hours						
14. Student evaluations						

Narrative Comments (Required for EX, MT, NI or UN):

<b>Approaches to Learning</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
15. Course overview/syllabi/exams/other material meet required standards						
16. Displays enthusiasm for the subject matter						
17. Effective use of varied teaching techniques						
18. Develops innovative techniques for teaching content						
Narrative Comments (Required for EX, MT, NI or UN):						

<b>Professional Responsibility - Tenured and Tenure-Track Faculty Only</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
19. Consistently submits grades, rosters, positive attendance on time						
20. Completes flex assignments in a timely manner						
21. Participates in evaluation and/or hiring committees						
22. Constructively participates in:						
a. Division and professional development activities						
b. Governance and other campus committees						
c. Faculty, division, and department meetings, if applicable						
d. Work with peers to improve programs						
e. Program review						
f. Curriculum development and assessment						
Narrative Comments (Required for EX, MT, NI or UN):						

<b>Professional Responsibility - Adjunct Faculty Only</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
23. Consistently submits grades, rosters, positive attendance on time						
24. Completes flex assignments in a timely manner						

<b>Compensated time for the additional activities listed below shall not be rated on this form</b>						
	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
25. Constructively participates in:						
a. Division and professional development activities						
b. Governance committees						

c. Faculty, division, and department meetings, if applicable					
d. Work with peers to improve programs					
e. Program review					
f. Curriculum development and assessment					
Narrative Comments (Required for EX, MT, NI or UN):					
<b>Evaluator's assessment of optional self-evaluation by evaluatee (attach self-evaluation form to this document)</b>					

CLASSROOM FACULTY EVALUATION

**When determining the overall rating, please note:**

The Evaluation Criteria, Classroom Performance, Evidence of Student Learning, Relationship with Students, Staff and Colleagues, Approaches to Learning, and Professional Responsibility cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.

- \_\_\_\_\_ Exceeds professional standards      The instructor is innovative, engaging and creates a learning environment that produces an outstanding educational experience for the students. Students come away excited and knowledgeable about the subject. Exemplary performance outside the classroom may also be considered.
  
- \_\_\_\_\_ Meets professional standards      The instructor knows the subject matter and presents it in an understandable and orderly manner. Students gain knowledge of the key concepts and issues in the course. Satisfactory performance outside the classroom may also be considered.
  
- \_\_\_\_\_ Needs to improve      The instructor has an academic understanding of the subject field, but has difficulty translating that understanding into an effective classroom presentation. Students have trouble grasping core concepts and fail to engage with the subject matter.

Unsatisfactory performance

It is not clear that the instructor has the fundamental knowledge in the subject field. Class presentation has little or no relation to accepted course outline. No measureable student learning is evident, and course exit standards appear to be ignored.

**Summary evaluation including commendations and recommendations:**

**SIGNATURES**

Evaluator  
Division Chair  
Evaluatee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

**Signature of evaluatee does not constitute an endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.**

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.

TENTATIVE AGREEMENT 11-26-13

*The Glendale Community College District and the Glendale College Guild agree to replace the existing evaluation forms for tenured instructors and adjunct instructors with the above form. It is also the intention of the parties for self-evaluations written by the evaluatee to use the form above, by writing their own name on both the line for "Faculty Member's Name" and the line for "Evaluator's Name" at the beginning of the form.*



Darren Leaver  
Glendale College Guild



Ron Nakasone  
Glendale Community College



COUNSELING FACULTY EVALUATION

Faculty Member's Name \_\_\_\_\_ Tenured \_\_\_ Tenure Track \_\_\_ Adjunct \_\_\_

Date \_\_\_\_\_ Division \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
NI = Needs Improvement	NO = Not Observed

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT

**EVALUATION CRITERIA**

Presentation Performance	EX	MT	NI	UN	NA	NO
1. Communicates clearly and effectively						
2. Organizes material to foster student understanding						
3. Demonstrates mastery & currency of content						
4. Uses counseling time and/or technology-mediated counseling options in an effective manner						
Narrative Comments (Required for EX, MT, NI, or UN):						

Evidence of Student Learning	EX	MT	NI	UN	NA	NO
5. Encourages critical thinking in students						
6. Fosters student participation						
7. Uses visual, auditory, and contextual modalities for student learning						
8. Counseling environment is conducive to learning						
9. Assesses student success and makes changes based on information gathered						
Narrative Comments (Required for EX, MT, NI, or UN):						

Relationship with students, staff, and colleagues	EX	MT	NI	UN	NA	NO
10. Demonstrates respect for students, staff & others						
11. Demonstrates respect for colleagues						
12. Assists students with appropriate referrals and follow-up						
13. Student evaluations of counselor reflect satisfaction with the counseling services and/or teaching						
Narrative Comments (Required for EX, MT, NI, or UN):						

Approaches to Counseling	EX	MT	NI	UN	NA	NO
14. Keeps current in knowledge of field						
15. Displays enthusiasm for the subject matter						
16. Demonstrates effective use of varied counseling techniques						
17. Demonstrates sensitivity to cultural diversity and students' linguistic skills						
18. Keeps thorough records pertaining to student contacts						
19. Exhibits strong organizational skills						
Narrative Comments (Required for EX, MT, NI, or UN):						

Professional Responsibility -- Tenured and Tenure-Track Faculty Only	EX	MT	NI	UN	NA	NO
20. Consistently submits required documents in a timely manner such as grades, rosters etc.						
21. Participates in division and professional development activities						
22. Participates in governance committees						
23. Attends faculty, division, and departmental meetings, if applicable						
24. Completes flex assignments in a timely manner						
25. Participates in evaluation and/or hiring committees						
26. Works with peers to improve programs						
27. Participates in program review						
28. Participates in curriculum development						
Narrative Comments (Required for EX, MT, NI, or UN)						

Professional Responsibility - Adjunct Faculty Only	EX	MT	NI	UN	NA	NO
29. Consistently submits required documents in a timely manner such as grades, rosters etc.						
30. Completes flex assignments in a timely manner						
(Compensated time for the additional activities listed below shall not be rated on this form)						
31. Participates in division and professional development activities						
32. Participates in governance committees						
33. Attends faculty, division, and department meetings, if applicable						
34. Works with peers to improve programs						
35. Participates in program review						
36. Participates in curriculum development						
Narrative Comments (Required for EX, MT, NI, or UN)						

COUNSELING FACULTY EVALUATION

When determining the overall rating, please note:

The evaluation criteria (Presentation Performance, Evidence of Student Learning, Relationship with Students, Staff, and Colleagues, Approaches to Counseling, and Professional Responsibility) cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.

- \_\_\_\_\_ Exceeds professional standards  
The counselor is innovative, engaging, and creates a counseling environment that produces an outstanding experience for the students. Students come away excited and knowledgeable about their plans. Performance outside the counseling office may also be considered
  
- \_\_\_\_\_ Meets professional standards  
The counselor knows their field and presents information in an understandable and orderly manner. Students gain knowledge of the key concepts and issues while being counseled. Performance outside the counseling office may also be considered
  
- \_\_\_\_\_ Needs to improve  
The counselor has a basic understanding of the field, but has difficulty translating that understanding into an effective presentation. Students have trouble grasping core concepts and fail to engage with the information. The counselor performs at an academic and professional level below what is expected. Performance outside the counseling office may also be considered.
  
- \_\_\_\_\_ Unsatisfactory performance  
It is not clear that the counselor has a fundamental knowledge of the field. The counselor performs at an academic and professional level that is unacceptable. No measurable student learning is evident and goals of counseling have not been met. Performance outside the counseling office may also be considered.

Summary evaluation, including commendations and recommendations:

SIGNATURES

Evaluator	_____	Date	_____
Division Chair	_____	Date	_____
Evaluatee	_____	Date	_____

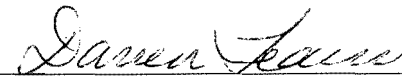
Signature of evaluatee does not constitute endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.

Date of Agreement 11-26-13

  
\_\_\_\_\_

Ron Nakasone, Chief Negotiator, Glendale College

  
\_\_\_\_\_

Darren Leaver, Chief Negotiator, Guild

## Article VIII Salaries

### Section 16. Regulations and Salary Rates For Extra-Curricular Coaching, Performing Arts, Released Time/Stipend for Instructional Activities

#### E. Adjunct Faculty Ancillary Activities Stipends

The District agrees to establish an annual fund of ~~\$15,000~~ **\$25,000** to provide stipends for Adjunct Faculty members undertaking projects or activities outside of their regular job description. Any of the dollars of this fund that are not paid to adjunct faculty for these stipends shall accumulate, allowing the fund to grow, up to a maximum of \$50,000. These projects/activities shall be either one semester or one year in length and shall be referred to as Ancillary Activities. Stipends shall be dispersed in \$250 increments not to exceed ~~\$1,000~~ **\$1,500** per activity.

Ancillary Activities shall include, but not limited to

Curricular Development Projects

**Learning Outcome Assessment Cycle Activities Outside of Contractual Obligations**

Division/Department Activities (not used for flex)

Governance Activities/Committees

Accreditation Committees

Master Planning Committees and Subcommittees

Program Review Committees

Academic Senate Executive Committee

Grant Writing/working on grant

Advising Student Organizations

Joint Guild/District Task Force Assignment

Preparation and Presentation for Staff Development

Adjunct Faculty applying for these stipends shall submit an application to the designee of the Vice President of Instruction or the Vice President of Student Services. Upon submission of the application, a committee of four, composed of a designee of the Vice President of Instruction, a designee of the Vice President of Student Services, one designee from the Guild, and one from the Academic Senate, shall make the final determination of who receives the stipend and how much. Approval of the request shall require a majority of the votes cast by this committee. If the applicant is denied a stipend, the applicant may appeal the decision to the appropriate Vice President and the President of the Academic Senate. The final decision shall not be subject to the grievance procedure. 106

Applications may be submitted at any time during the year. The committee shall make decisions on pending applications in the second week and tenth week of each semester. Stipends shall be awarded based on merit and established criteria. Once the fund has been expended, no more applications shall be accepted for that year. Verification of completion of

the ancillary activity as outlined in the approved plan shall be submitted to the designee of the Vice-President of Instruction, before June 2 of that contract year for payment to be processed. Those who are denied stipends because the funds have been expended or the application deadline is missed shall have their application considered first the following year. Stipends awarded to perform Ancillary Activities shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving it. It is not to be used to trigger the Peralta rule. Stipends should not be awarded to individuals for work that is claimed for flex time.

Date of Agreement: 11-26-13



Ron Nakasone, Chief Negotiator  
Glendale Community College District



Darren Leaver, Chief Negotiator  
Glendale College Guild

SIDE LETTER AGREEMENT BETWEEN  
GLENDALE COMMUNITY COLLEGE AND  
THE GLENDALE COLLEGE GUILD


The Guild and the District agree to the following:

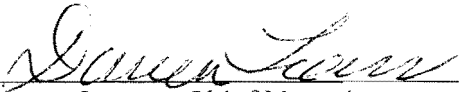
1. For the 2013-14 academic year, each instructional contract faculty shall receive banked time of one (1) load hour.
2. For the 2013-14 academic year, each Student Services contract faculty shall receive 4 days (34 banked hours).
3. For the three years starting with the 2013-14 academic year through the 2015-16 academic year, Divisions shall receive a pool of load hours for work on program review, assessment cycles, student success projects (collaboratives, common exams, etc.) and/or TMC development and modifications as follows:

Biology	6
Business	15
Noncredit Business	8
Noncredit ESL	12
Credit ESL	9
English	11
Health/PE	10
Health Science	8
Language Arts	11
Math	11
Physical Sciences	10
Social Sciences	16
Student Services	6
Tech/Aviation	17
VPA	<u>17</u>
Total	167

4. Assignments will be recommended by the Division Chair and approved by the Vice President or designee.
5. This agreement will be re-evaluated after the 2015-16 academic year.

DATE: 11-26-13

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District


  
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Darren Leaver, Chief Negotiator  
Glendale College Guild

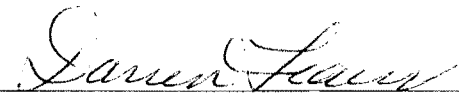
SIDE LETTER AGREEMENT BETWEEN  
GLENDALE COMMUNITY COLLEGE AND  
THE GLENDALE COLLEGE GUILD

The Guild and the District agree to the following:

1. All faculty stipends and salary schedules except schedule B-2012 will increase an additional 0.75% effective July 1, 2013.
2. There will be no out-of-pocket expense for contract employees for healthcare premiums through December 2014.
3. Beginning January 2015, health plan changes will be made to reduce healthcare costs.
4. With the 2014-15 fiscal year, negotiations shall commence with 50% of Cost of Living Adjustment as a starting point.

DATE: 11-26-13

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District

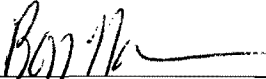
  
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Glendale College Guild

SIDE LETTER AGREEMENT BETWEEN  
GLENDALE COMMUNITY COLLEGE AND  
THE GLENDALE COLLEGE GUILD

The Guild and the District agree to the following:

1. The Guild will receive 90% of its share of the 2012 Blue Shield rebate (\$285,648) to be used as follows:
  - a. \$70,000 deposited into the adjunct healthcare fund
  - b. \$100,000 to be used to augment the B-1 Schedule (Parity Schedule) and B-2 (Non-Parity Schedule) an additional 0.5% starting the spring 2014 semester through the 2014-15 academic year.
  - c. \$115,648 to be distributed as a one-time payment to members determined by the Guild.
2. The remaining Guild portion of the Blue Shield rebate funds (\$31,739) will be used to offset future healthcare premiums.

DATE: 11/26/13

  
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Ron Nakasone, Chief Negotiator  
Glendale Community College District

  
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Darren Leaver, Chief Negotiator  
Glendale College Guild

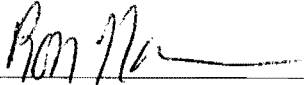


SIDE LETTER AGREEMENT BETWEEN  
GLENDALE COMMUNITY COLLEGE AND  
THE GLENDALE COLLEGE GUILD

The Guild and the District agree to the following:

1. Effective July 1, 2014, in addition to the existing CalSTRS Defined Benefit and Cash Balance retirement options, the District will add Social Security as a retirement option for new adjunct faculty.
2. The Social Security option is not available to adjunct instructors hired prior to July 1, 2014.
3. Upon being hired, the new adjunct faculty will be provided with information summarizing the three retirement options available to them. The employee will be required to select the desired option with the submission of all other required employment forms.

DATE: 11/26/13

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District

  
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Darren Leaver, Chief Negotiator  
Glendale College Guild