

Tentative Agreements for Ratification, December 2018

#	Article	Section		Date signed
1	VIII	16E	Adjunct Faculty Ancillary Activities Stipends	10/4/18
2	III & VI	11 & 7	Released Time Stipends in Lieu of Released Time	10/11/18
3	VI	4	Teaching Loads	10/11/18

Summary Page

The Glendale College Guild and the Glendale Community College District tentatively agree to amend the collective bargaining agreement in the following way:

**ARTICLE VIII
SALARIES**

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

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E. Adjunct Faculty Ancillary Activities Stipends

~~The District agrees to establish an annual fund of \$50,000 to provide stipends for Adjunct Faculty members undertaking projects or activities outside of their regular assignment. 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 \$75,000. These projects/activities shall be either one semester or one year in length and shall be referred to as Ancillary Activities. Stipends shall be disbursed in \$250 increments, not to exceed \$1,500 per activity.~~

Ancillary Activities shall include, but not be 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
- Grant Writing/working on grant
- Advising Student Organizations
- Task Force Assignments
- Preparation and Presentation for Staff Development

Ancillary activities shall not count or be used for purposes of calculating eligibility for full-time, contract or regular status. As stipends for ancillary activities may be considered categorical, these activities will not count or be used for purposes of calculating eligibility for full-time, contract or regular status under the exemption defined in Title 5 section 87604. This exemption shall be defined in materials describing the process by which stipends are awarded as well as on the stipend application form.

1. **Ancillary Activities that are undertaken at the request of another college employee, such as a department chair, Division Chair, or Administrator, or undertaken by appointment to a committee by the Senate or the Guild must be authorized by the appropriate vice president and will be compensated at the non-instructional rate. This compensation will be authorized directly and is not subject to the Ancillary Activities application process, nor will funds be drawn from the Ancillary Activities account. Projects must be authorized by the appropriate vice president before any work is undertaken.**

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-67%-rule. Stipends should not be awarded to individuals for work that is claimed for flex time.

2. The District agrees to establish an Ancillary Annual fund of \$50,000 to provide stipends for Adjunct Faculty members who elect to undertake projects or activities outside of their regular assignment. 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 \$75,000. These projects/activities shall be either one semester or one year in length and shall be referred to as Ancillary Activities. Stipends shall be disbursed in 2 hour increments, paid at the instructor's non-instructional rate, not to exceed \$1,500 per activity.


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.

Applications may be submitted at any time during the year and must be approved and board reported before work is completed. The committee shall make decisions on pending applications in the first week, fourth week and fifteenth 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~~ 67% rule. Stipends should not be awarded to individuals for work that is claimed for flex time.

Date: 10/4/18



Caroline DePiro
Guild Chief Negotiator



Anthony Culpepper
District Chief Negotiator

Guild to District, October 11, 2018

The Glendale College Guild and the Glendale Community College District tentatively agree to amend the collective bargaining agreement in the following way:

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CONVERSION RATES – Art. III, Sect 11; Art VI, Sect 7 and Academic Senate

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ARTICLE III GUILD RIGHTS

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Section 11. Released Time

Released time shall be granted to Guild representatives for grievance resolutions as provided in Article IV. Released time equivalent to 2.2 FTE of an employee's basic assignment shall be granted to Guild representative(s) for the purpose of negotiations and other Guild business. Released time shall also be granted at 1.6 FTE to the Academic Senate. Scheduling shall be subject to reasonable District control to fit educational program needs and shall be arranged in advance with the appropriate administrator. If an adjunct employee is granted released time by the Guild and/or the Senate, the District shall pay that employee at the conversion rate of 10% annual released time equal to three hours weekly each semester. Released time greater or less than 10% shall be proportionate.

It is agreed that compliance with this section shall be deemed to satisfy any statutory released time obligations of the District.

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ARTICLE VI

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Section 7. Stipends in Lieu of Released Time

For an assignment advertised as released time the released time by mutual agreement between the faculty member and the District may be exchanged for a comparable stipend. **For full-time faculty, No no more than 20% per semester of a released time assignment shall be eligible for this exchange. If an adjunct employee is selected for a released time assignment, the District shall pay that employee at the conversion rate of 10% annual released time equal to three hours weekly each semester. Released time greater or less than 10% shall be proportionate. Selection of adjunct faculty for released time assignments shall be consistent with Title 5 regulations governing the employment of adjunct faculty.**

~~The stipend amount shall be \$3807 for the equivalent of a 20% released time assignment. The chart below indicates the stipend amount for the released time for up to 20%. The faculty member receiving the stipend in exchange for released time cannot exceed six hours of overload pay as stated in Article VI Section 1. Assignment limitations.~~

Released Time Stipends	
Effective July 1, 2017	
Percentage of Released Time per Semester	Stipend Amount per Semester
5%	\$972
10%	\$1,942
15%	\$2,912
20%	\$3,883

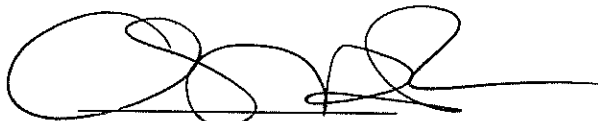
EMT Coordinator

\$610

Revised 10/27/17

The request for stipend form must be completed and signed by the faculty member and signed by the division chair and the appropriate administrator. The form must be submitted to Human Resources in the fall semester prior to the printing of the class schedule for a spring term and in the spring semester prior to the printing of the class schedule for a fall term. All stipends shall be paid at the end of the semester in which the work is performed.

Stipends awarded adjunct faculty to perform Ancillary Activities, as outlined in Article VIII, Salaries, Section 16 E, shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving them.



Caroline DePiro
Guild Chief Negotiator



Anthony Culpepper
District Chief Negotiator

Guild to District October 11, 2018

The Glendale College Guild and the Glendale Community College District tentatively agree to amend the collective bargaining agreement in the following way:

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ARTICLE VI HOURS

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Section 4. Teaching Loads

The normal basic teaching load for a full-time instructor is fifteen (15) lecture hours per week plus five (5) office hours (60-minute hour); however, there are many variations which are deemed to meet the fifteen (15) lecture hour standard load. The load value for online and hybrid courses shall be the same as for courses in traditional format. The faculty load for each discipline shall be:

SUBJECT	LOAD
Accounting	15
Administration of Justice	15
Adult Basic Secondary Education	24
Alcohol & Drug Abuse	15*
American Sign Language	15
Anthropology	15
Architecture	21
Art	16
Art History	15
Astronomy	15
Athletics	19
Aviation and Transportation	24
Biology	15
Business Administration	15
Business Computers Continuing Education	24**
Business Office Skills Continuing Education	24**
Computer Applications and Business Office Technologies	15
Chemistry	15
Child Development	15*
Clothing and Textiles	21

Composition (English)	14
Computer Aided Manufacturing	21
Computer Integrated Manufacturing	21
Computer Science and Information Systems	15
Cooperative Education	21
Culinary Arts	18
Dance	16
Developmental Skills-Continuing Education Adult Basic Secondary Education	24**
Economics	15
Educational Media Technology	21
Electronics and Computer Technology	18
Emergency Medical Tech. - Ambulance or non-ambulance	24
Engineering	15
Engineering Technology	21
English (except Composition Courses)	15
English as a Second Language – Credit	15
English as a Second Language – Continuing Education	21**
Environmental Technology	15*
Ethnic Studies	15
Fashion	24
Fire Technology	15
Foreign Language	15
Geography	15
Geology	15
Health	15*
Health Information Technology	15
History	15
Home Arts — Continuing Education	24**
Hospitality and Tourism Management- Hotel and Restaurant Management	18
Humanities	14
Industrial Technology	21

Journalism	15
Kinesiology	15
Library	15
Lifelong Learning Continuing Education	24**
Machine Technology	21
Mass Communications	15
Materials and Processes	21
Mathematics	15
Media Arts	18
Medical Office Assistant	21
Metallurgy and Metals	21
Music	15
Nursing Science	18
Nutrition	15
Oceanography	15
Paleontology	15
Parent Education – Continuing Education	24**
Philosophy	15
Photography	16
Physical Education	19
Physical Science	15
Physics	15
Political Science	15
Psychology	15
Quality Assurance and Quality Control	18
Real Estate	15
Recreation Leadership	19
Social Science	15
Sociology	15
Speech Communications	15
Student Development	15
Technical Education	21
Television	21

Theater Arts	15
Welding	21

- * Lab lecture Hour Equivalent (LHE) is 2/3:1 Lab lecture hour
- ** Compressed Load
- *** The load listed is to be used solely for the purpose of computing load percentages for adjunct counselors and librarians teaching credit courses.

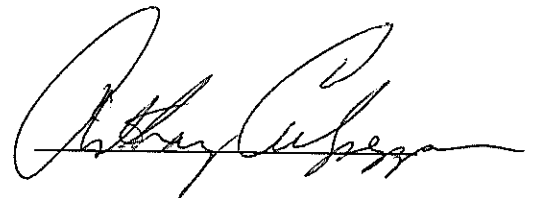
The above-mentioned teaching loads are approximate rather than strict limitations, and they are intended to refer to an overall load during the full academic year. Since the student demand for courses normally varies from semester to semester, it is understood that the guidelines shall result in a heavier than normal schedule in one semester followed by a reduced schedule the following semester. If an employee was assigned to teach more or less than the normal load during any particular academic year, the College shall, by the end of the following academic year, adjust the instructor's work load accordingly. The period of time in which to make such an adjustment may be extended, in exceptional circumstances, at the discretion of the College.

For State Teachers' Retirement System reporting, the following standards will be established for annual base hours for part-time employees:

Classification Code	Base Hours
01 – Lab Instructor	700 hours
02 – Lecturer/General Instructor	700 hours
03 – Adult Education Instructor	910 hours
04 – Librarian	1,050 hours
05 – Counselor	1,050 hours



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