

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

Article VIII Salaries

Section 16. Extracurricular Duties and Salary Rates for Assistant Athletic Directors, Coaching, Fitness Center Director, Visual and Performing Arts, and Adjunct Faculty Ancillary Activities Stipends

E. Adjunct Stipends

1. Ancillary Activities Stipends and Ancillary Activities Fund
 - a. Ancillary Activities

Ancillary Activities may include, but are 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 or an Academic Senate Assignment
- Hiring Committees
- Grant Writing/working on grant
- Advising Student Organizations
- Task Force Assignments
- Preparation and Presentation for Staff Development

Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5)

Stipends shall not be awarded to individuals for work that is claimed for flex time.

- b. Ancillary Activities Fund

The District agrees to establish an annual Ancillary Activities Fund of \$50,000 to provide stipends for Adjunct faculty members who elect to undertake activities outside of their regular assignment. Any of the dollars of this fund that are not paid to adjunct faculty for Ancillary Activities stipends shall accumulate, allowing the fund to grow, up to a maximum of \$75,000. Ancillary Activities stipends shall be disbursed in 2-hour increments, paid at \$65 an hour, not to exceed \$1,495 per activity. The \$65 an hour rate shall be excluded from increases unless mutually agreed upon between the Guild and the District.

Ancillary Activities shall be either one semester or one year in length.

Adjunct Faculty applying for Ancillary Activities stipends shall submit an Ancillary Activities Stipend Application to the designee of the Vice President of Instruction or the Vice President of Student Services. The Ancillary Activities Stipend Application shall then be forwarded to the Ancillary Activities Stipend Committee.

The Ancillary Activities Stipend Committee shall be comprised of:

- A designee of the Vice President of Instruction
- A designee of the Vice President of Student Services
- A designee of the Guild
- A designee of the Academic Senate

Ancillary Activities Stipend Applications may be submitted at any time during the year and must be approved and board reported before work is commenced. The Ancillary Activities Stipend Committee shall make recommendations on pending applications in the first week, fourth week and fifteenth week of each semester. Ancillary Activities 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.

The Ancillary Activities Stipend Committee shall make the final recommendation of who receives the stipend and how much. Approval of the Ancillary Activities Stipend Application shall require a majority of the votes cast by this committee. If the Ancillary Activities Stipend Application is denied or approved for a lesser amount than requested, the applicant may appeal the decision to the appropriate Vice President and the President of the Guild. The appeal decision shall not be subject to the grievance procedure.

Applicants are encouraged to submit an Ancillary Activities Stipend Completion Form[embed hyperlink] prior to the end of the fiscal year.

An Ancillary Activities Stipend Completion Form shall be completed and forwarded to the designee of the appropriate Vice-President and forwarded to Payroll for payment processing to occur in the next payroll cycle.

2. Ad Hoc Ancillary Activities and Stipends

Periodically, work related to academics or student services arises and needs to be completed in a timely basis. In these circumstances, based upon mutual agreement with the adjunct faculty, the appropriate Vice President may assign an Ad Hoc Ancillary Activity.

Ad Hoc Ancillary Activity work must be approved by the appropriate Vice President and board reported before work is commenced.

Assigned Ad Hoc Ancillary Activities shall be compensated at the non-instructional rate. This compensation shall be authorized by the appropriate Vice President and is not subject to the Ancillary Activities Fund application process, nor will funds be drawn from the Ancillary Annual Fund.

Ad Hoc Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5)

Stipends shall not be awarded to individuals for work that is claimed for flex time.

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

~~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. (Add categorical language) 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 67% rule. Stipends should not be awarded to individuals for work that is claimed for flex time.~~

The following Ancillary Activity Stipend Application form shall not be included in the collective bargaining agreement (CBA) and is contained in the Tentative Agreement to ensure consistency with the CBA language and is for reference only.

**Ancillary Activity Stipend Application
For Adjunct Faculty
(Credit/Noncredit)**

This application corresponds to Article VIII, Section 16 E, of the Collective Bargaining Agreement.

Definition of Ancillary Activities

The Guild and the Glendale Community College District have established a fund to encourage adjunct faculty to become more involved in college life and enhance adjuncts' awareness and preparation for leadership and/or full-time positions.

Ancillary Activities may include, but are 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 or an Academic Senate Assignment
- Hiring Committees
- Grant Writing/working on grant
- Advising Student Organizations
- Task Force Assignments
- Preparation and Presentation for Staff Development

Criteria for funding:

1. Relationship or relevance to the college priorities.
2. Ability and experience of the applicant.
3. Appropriateness of the funding requested. Note: The committee may increase or decrease funding request.

Stipends shall be disbursed in 2-hour increments, paid at \$65 an hour non-instructional rate not to exceed \$1,495 per activity.

An Ancillary Activities Stipend Completion Form shall be completed and forwarded to the designee of the appropriate Vice-President and forwarded to Payroll for payment processing to occur in the next payroll cycle.

Submission Instructions:

1. Complete the application form and be sure to discuss your participation with your Division Chair.
2. Submit the application with signatures and any attachments by email to the Dean of Instructional Services, Agnes Eguaras aeguaras@glendale.edu.
3. Forward a copy to your Division Chair.
4. Keep a copy for your records.

The application is on the next page.

Form available online <http://www.glendale.edu/guild>, select the “Adjunct Faculty” link.

Ancillary Activity Stipend Application

For Adjunct Faculty

(Credit/Noncredit)

Academic Year of _____ - _____

(must be submitted electronically)

Name: _____ GCC E-mail Address:

Division Chair: _____ Division:

Are you receiving other compensation for this project such as a Stipend or Released Time?

Yes ___ No ___

Person to Whom You Will Report: _____ Semester: _____

Year: _____

Title of Work or Committee Name:

Description of Work: *Additional information can be attached.*

If this is for committee participation, please clarify hours and dates of meetings:

Chair of the Committee:

How many hours will you spend on this project? _____ (per week/month/semester)

Please provide any additional information or description of your project that appropriately matches the hours you have stated above. You may also include skills, abilities, specific expertise, or knowledge base that are relevant to the project, activity or committee (Applicants may attach additional information such as letter of invitation):

Stipend Amount Being Requested (please check one): 23 hours maximum per activity or project

<ul style="list-style-type: none"> • \$130 (2 hrs) _____ • \$260 (4 hrs) _____ • \$390 (6 hrs) _____ • \$520 (8 hrs) _____ 	<ul style="list-style-type: none"> • \$650 (10 hrs) _____ • \$780 (12 hrs) _____ • \$910 (14 hrs) _____ • \$1,040 (16 hrs) _____ 	<ul style="list-style-type: none"> • \$1,170 (18 hrs) _____ • \$1,300 (20 hrs) _____ • \$1,430 (22 hrs) _____ • \$1,495 (23 hrs) _____
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Your stipend should be based on a \$65 per hour estimate to the nearest increment above. (Examples: I'm writing a grant that will take me 2 hours to write; 2hrs x \$65= \$130. I'll ask for a \$130 stipend. Or, I'm serving on the Virtual Intelligence Committee for the academic year that meets 5 times each semester for an hour and will ask for \$325 each semester or \$650 for the entire academic year. Or, I'm revising two courses and will take 23 hours to complete the project and will as for \$1,495).

IMPORTANT REMINDERS per Faculty Guild Contract:

- Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5)
- Stipends awarded to 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.
- Stipends are not awarded for work that is claimed for flex as described in Article VI, Section 6, Release Time Assignments and Section 23, Flex Hours, of the Collective Bargaining Agreement.

Please provide signatures below:

Adjunct Signature _____ **Date:** __

Signature of Person To Whom You Will Report For This Project

_____ **Date:** _____

Division Chair has been

notified/Signature _____ **Date:** __

For submission instructions, please see previous page.

GCC Ancillary Activity Stipend Completion Form

Date: _____ **Semester and Year:** _____
Adjunct Name: _____ **Email Address:** _____
Title of Activity/Project: Division: _____ **Approved Amount:** _____
Division: _____ **Activity Completion Date:** _____

Describe your experience working on this activity/project.

INSERT TEXT BOX

IMPORTANT REMINDERS per Faculty Guild Contract:

- Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5)
- 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.
- Stipends are not awarded for work that is claimed for flex as described in Article VI, Section 6, Release Time Assignments and Section 23, Flex Hours, of the Collective Bargaining Agreement.

Adjunct Signature _____ **Date:** _____
Signature of Person To Whom You Will Report For This Project
_____ **Date:** _____

Division Chair has been notified/Signature _____ **Date:** _____

An Ancillary Activities Stipend Completion Form shall be completed and forwarded to the *Agnes Eguaras, Dean of Instructional Services*, aequaras@glendale.edu or A-145B and forwarded to Payroll for payment processing to occur in the next payroll cycle.

For Instructional Services internal use:

Date forwarded to Payroll: _____

DATE: 11/16/2020



Caroline DePiro, Chief Negotiator

Glendale College Guild



Victoria Simmons, Chief Negotiator

Glendale Community College District