

## Summary of the items Tentatively Agreed upon in Fall 2010

[www.glendale.edu/guild](http://www.glendale.edu/guild)

1. Memorandum of Understanding - to allow the District's representative to circle "exceeds" or "meets" standards on the evaluation for purposes of allowing temporary contract hires in Fall 2010 to obtain reemployment rights.
2. Reemployment Rights for Adjunct Faculty - An adjunct faculty may be able to get on the Reemployment Rights List after earning 10 teaching/work points with one "exceeds" standards evaluation and one "meets" standards evaluation; An adjunct faculty member who has not been evaluated in a timely manner for two cycles shall be temporarily placed on the Reemployment Rights List, pending an evaluation the following semester. To stay on the list the adjunct faculty member must receive an "exceeds" standards evaluation; By the end of the third week of the semester, Division Chairs shall post on the website potential courses being offered the next semester.  
Adjunct faculty members may respond with verification of qualifications to teach such courses; Adjunct faculty members remain on the Reemployment Rights List by receiving a "meets" standards evaluation; An adjunct faculty member shall have access to his/her reemployment status through Oracle Self Service.
3. Class Size - Large Lecture Class - The maximum seat load for a team taught class shall be 27 times the number of instructors. Team taught classes are not subject to the Large Lecture Class Formula; The District shall not schedule classes with seat loads between 41 and 49. Exceptions to this may be permitted with the written agreement of the instructor, Division Chair, and Guild. All three have to agree to permit this; All classes loaded at 50 or above shall be subject to the Large Lecture Class Formula; Lecture classes subject to the formula shall be determined by the District and approved prior to the final rollover.
4. Catastrophic Illness/Injury Leave for Adjunct Faculty - Catastrophic Leave is now available to adjunct faculty members in a separate Bank. Any college employee may donate to either the full-time leave bank or the adjunct leave bank until Dec. 31, 2011; upon separation for the District, any employee may donate to any leave bank.
5. Side Letter on 2011 Graduation Start Time - Graduation shall be on June 3, 2011 and start at 7pm.
6. Glendale Community College - 2011-2012 Academic Calendar - 2011 Fall semester shall begin on Aug. 29 and end on Dec. 14; Winter 2012 shall begin on Jan. 3 and end on Feb. 11; Spring 2012 shall begin on Feb. 13 and end June 6.
7. Salaries - Men's and Women's Athletic Director Designations and Assistant Athletic Director Stipends - A Men's Athletic Director and a separate Women's Athletic Director are designated in the Collective Bargaining Agreement; Either one may have an Assistant Athletic Director, funded from the Athletic Directors stipend for up to two semesters not to exceed 30% of the stipend.

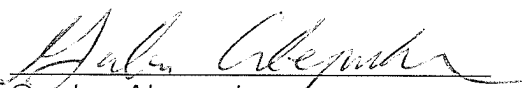
8. Faculty Service Area - Minimum Qualifications - Notifications to petition to add an FSA shall be sent by Sept. 15 for Fall and March 1 for Spring each academic year; Notification of FSA's shall be sent by Oct 31 and April 15, to be implemented the subsequent session.

Memorandum of Understanding

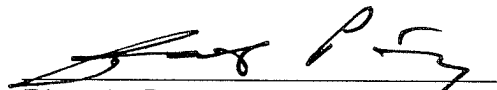
The Guild and District agree, for purposes of getting on the reemployment rights list, that evaluations done on the six temporary contract Fall 2010 hires shall use the contract faculty evaluation form presently designated in the contract and the District's representative shall circle "meets" or "exceeds" in order to designate their performance. This does not set precedent for future temporary contract employees.

The District further agrees to allow \_\_\_\_\_, in the area of Student Services, to be placed on the reemployment rights list as a result of the evaluation done in Spring 2009 where she received a "meets or exceeds" standards evaluation on the contract evaluation form.

Date: Dec 13 2010



Gordon Alexandre  
Guild Chief Negotiator



Ricardo Perez  
District Chief Negotiator

## TENTATIVE AGREEMENT

### ARTICLE VI. HOURS

#### Section 21. Reemployment Rights for Adjunct Faculty

- A. The "evaluation" completed for the purpose of reemployment rights is the evaluation cited in Article IX of this agreement. The phrase "immediate supervisor" in this section shall refer to the division chair for instructional faculty and/or appropriate administrator for student services faculty.
- B. Beginning with the first regular semester after the approval of this agreement, Adjunct Faculty members, as defined and limited in the amount of their assignment by Education Code Section 87482.5, shall earn teaching/work points for having completed a teaching/work assignment during a regular semester or short session. One teaching/work point shall be earned for one regular semester or short session. A maximum of two points may be earned in a given academic year. An adjunct faculty member may earn two points by teaching two regular sessions or one regular session and one short session.
- C. New faculty shall be evaluated in one of the first two regular semesters of his/her employment. An adjunct faculty member receiving less than "exceeds standards" shall, upon his/her written request, be granted one additional evaluation during the regular six-semester cycle. However, a new faculty member receiving an "unsatisfactory" rating on their initial evaluation shall not necessarily be granted an additional evaluation. The additional evaluation shall not change the evaluation cycle itself, which begins with the first evaluation. Any rating of above or below "meets standards" may be reviewed by the appropriate vice president or designee. The decision of the vice president or designee is final. The District shall at all times retain the right to perform administrative evaluations on an as-needed basis, and to terminate adjunct faculty in accordance with Education Code Section 87665.
- D. For a new adjunct faculty member, after receiving seven (7) teaching/work points in a discipline and after having received "exceeds standards" in each of the two evaluations required in Section C above, an adjunct faculty member shall have reemployment rights over adjunct faculty without reemployment rights in the same discipline. After earning ten (10) teaching/work points an adjunct faculty member who has received at least one "exceeds standards" evaluation and no lower than a "meets standards" on their other evaluation(s) shall be placed on the reemployment rights list. This does not preclude making performance improvement recommendations for those who receive a "meets standards" evaluation. An adjunct faculty member who, through no fault of his/her own, has not been evaluated in a timely manner for two cycles, shall be temporarily placed on the reemployment rights list, pending an evaluation the following semester. The adjunct faculty member retains his/her place on the list with an "exceeds standards" evaluation. In the event the adjunct faculty member receives a "meets standards" evaluation, he/she shall be removed from the list until such time as the adjunct faculty member receives a "exceeds standards" evaluation.
- E. An adjunct faculty member with reemployment rights in a discipline shall be offered an assignment in that discipline for which he/she is qualified before any adjunct faculty

member without reemployment rights. The district shall consider the adjuncts past assignments when developing a schedule. No adjunct faculty member shall have preference over a full time faculty member for a course that fills the load of the full time faculty member.. For purposes of this article only, "qualified" shall mean approved in all of the following four criteria:

1. Meeting the Glendale Community College minimum qualifications for a particular discipline.
2. Possessing the equivalency for minimum qualifications as defined by the Academic Senate.
3. Possessing currency in the discipline as defined by the Academic Senate.
4. Having adequate preparation for the specific course or assignment through appropriate education or experience.

This determination is final and cannot be appealed or grieved.

By the end of the third week of each regular semester , the Division Chair shall post on the website potential courses to be offered the following semester. An adjunct faculty member may respond to this notification with verification of course(s) he/she is qualified to teach.

F. If there is a course or assignment for which more than one adjunct faculty member on the reemployment rights list is qualified, the immediate supervisor shall make the determination as to which adjunct faculty member shall be offered the course or assignment. This decision cannot be appealed or grieved. The immediate supervisor shall make every effort to offer all adjuncts with reemployment rights an assignment prior to offering an assignment to any adjunct that lacks reemployment rights. The immediate supervisor shall also give every consideration to offer a given adjunct an assignment equal to a previous assignment before offering assignments to adjuncts without reemployment rights. In the event that there is are an insufficient number of assignments in a given session to provide all adjuncts on the reemployment rights list with employment, the immediate supervisor shall implement a fair method of rotation.

G. Loss of reemployment preference status shall not result from:

1. a course being cancelled due to low enrollment or lack of funding;
2. a course or assignment being withdrawn to fill the load or assignment of a contract faculty member;
3. not being able to accept an assignment or fails to complete a course due to
  - a. a verifiable illness affecting them or immediate family as defined in this contract;
  - b. service as a fire fighter or search and rescue team member during a disaster;
  - c. military duty;
4. refusal to accept a course or assignment for reasons mutually agreed upon by the adjunct faculty member and his/her immediate supervisor.

H. An adjunct faculty member's reemployment preference status shall cease if the member:

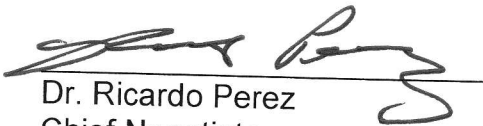
1. declines a course or assignment for which they have already agreed to teach/work or fails to complete a course, other than for reasons listed in subsection G above.
2. declines to accept a course or assignment from those available for which they are qualified to teach or perform if the course or assignment offered is at the same time and day as the original offer
3. receives a "needs to improve" or "unsatisfactory" on any evaluation; .The adjunct faculty member may request an additional evaluation per Article IX, Section 10 of this agreement. Any subsequent "exceeds standards" evaluation shall place the adjunct faculty member on the reemployments rights list.
4. is terminated by the District, pursuant to the provisions of the collective bargaining agreement.

I. Division Chairs shall review and update, as needed, the reemployment rights list from the previous year and send it to Human Resources by the second week of the fall semester. Human Resources shall review and work with the division chairs to finalize the list for the current year by the third week of the fall semester. The final reemployment rights list shall be provided to division chairs and the Guild President by the last week of September. An adjunct faculty member shall access his/her reemployment status through Oracle Self Service. Any discrepancies shall be submitted in writing to Human Resources within twenty (20) working days from the date the final list was disseminated.

J. Nothing in this agreement should be construed as creating any form of seniority rights or expectation of preference for a contract position.

K. Nothing in this agreement shall be construed as limiting the district in its rights to determine the schedule.

Date of Agreement 12/2/10



Dr. Ricardo Perez  
Chief Negotiator,  
Glendale College District



Gordon Alexandre  
Chief Negotiator  
Glendale College Guild

## TENTATIVE AGREEMENT

### ARTICLE X. CLASS SIZE

#### **Section 1. Minimum Class Size**

- A. The minimum class size of 15 students shall apply to all credit lecture and laboratory classes, unless the District in its discretion waives the requirement. Examples of reasons for such waivers are: courses required for graduation or for a major or career subject area, or for required licenses or permits; courses based upon periodic need, limited classroom or laboratory facilities, geographic location, experimental or pilot programs, or legal mandates; and independent study, seminar, colloquia, coordinated instruction systems classes and classes by arrangement.
- B. The minimum class size for fee classes, summer, and winter intersession may be adjusted periodically by the Board of Trustees.
- C. The minimum class size for "Team Taught Classes" shall be 15 students per assigned instructor. (1/2007)

#### **Section 2. Maximum Class Size**

- A. The maximum class size shall be subject to limitations inherent in the nature of the class, the size of room, the number of available student stations and equipment, the safety of students, and budgetary considerations. The maximum class size considering the above criteria shall be determined by the District upon consultation with the Division Chairs and entered in the Course Dictionary. For any given academic term, the District shall not, in scheduling classes, establish seat loads for classes in excess of the class sizes in the then current Course Dictionary except upon agreement with either the appropriate Division Chair or the Guild. The Guild shall designate a representative to be available for this purpose.
- B. The maximum seat load for a team taught class shall be 27 times the number of instructors. Team taught classes are not subject to the Large Lecture Class Formula below.
- C. The District shall not schedule classes with seat loads between 41 and 49. Exceptions to this may be permitted with the written agreement of the instructor, Division Chair, and Guild.
- D. All lecture classes loaded at 50 or above shall be subject to the Large Lecture Class Formula.

### Section 3. Large Lecture Classes

- A. Large Lecture credit courses may be made subject to the Large Lecture Class Formula as shown on the attached chart, so that the instructor receives additional teaching load unit credit based upon the number of students enrolled.
- B. The lecture courses to be made subject to this formula shall be determined by the District and approved prior to the final rollover.
- B C. Instructors of classes deemed subject to the formula shall receive additional load units based upon class size as specified in the formula. The number of students shall be determined solely by official enrollment/seat load as of the third week census printout, unless other arrangements are approved in advance by the appropriate administrator, such as placing an upper limit on the amount of large lecture credit to be earned.
- G D. If the actual enrollment in a class subject to the formula falls below the number projected when the instructor's workload was initially assigned, the reassignment provisions of Section 5C of this Article shall apply. If the actual enrollment exceeds the number projected and the appropriate administrator has agreed not to place an upper limit on the amount of large lecture credit to be earned, the District shall either pay the instructor for the number of additional load units under the formula at the established part-time overload hourly rate, or provide an adjusted workload within the following two (2) semesters. In determining which option to use, the District shall give good faith consideration to the preference of the employee.

### Section 4. Large Lecture Class Formula

<b><u>2 UNIT CLASS</u></b>															
<b>Number</b>	Below 54 50	50- 62	63- 74	75- 86	87- 98	99- 110	111- 125								
<b><u>Teaching Credit</u></b>	2	2.5	3.0	3.5	4.0	4.5	5.0								
<b><u>2.5 UNIT CLASS</u></b>															
<b>Number</b>	Below 46 50	50- 56	57- 66	67- 77	78- 87	88- 98	99- 110								
<b><u>Teaching Credit</u></b>	2.5	3.0	3.5	4.0	4.5	5.0	5.5								
<b><u>3 UNIT CLASS</u></b>															
<b>Number</b>	Below	44- 50	50- 59	59- 68	68- 77	77- 86	86- 95	95- 104	104- 113						



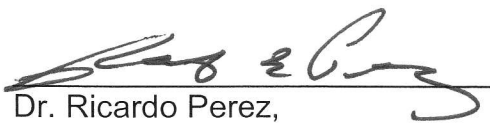
<u>Teaching Credit</u>	44 50	49	58	67	76	85	94	103	112	125						
	3	3.5	4.0	4.5	5.0	5.5	6.0	6.5	7.0	7.5						
<b>3.5 UNIT CLASS</b>																
<u>Number</u>	Below 44 50	44-48	50-56	57-64	65-72	73-80	81-88	89-96	97-104	105-114						
<u>Teaching Credit</u>	3.5	4.0	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0						
<b>4 UNIT CLASS</b>																
<u>Number</u>	Below 44 50	44-47	50-54	55-61	62-68	69-75	76-82	83-89	90-96	97-103	104-110	111-117	118-125			
<u>Teaching Credit</u>	4	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0			
<b>4.5 UNIT CLASS</b>																
<u>Number</u>	Below 44 50	44-47	50-53	54-60	61-66	67-73	74-79	80-86	87-91	92-99	100-105	106-111	112-118	119-125		
<u>Teaching Credit</u>	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0	10.5	11.0		
<b>5 UNIT CLASS</b>																
<u>Number</u>	Below 44 50	44-46	50-52	53-58	59-64	65-70	71-76	77-82	83-88	89-94	95-100	101-105	106-110	111-115	116-120	121-125
<u>Teaching Credit</u>	5	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0	10.5	11.0	11.5	12.0	12.5
<b>5.5 UNIT CLASS</b>																
<u>Number</u>	Below 44 50	44-45	50-51	52-57	58-63	64-69	70-75	76-81	82-87	88-93	94-99	100-105	106-110	111-116	117-122	123-128
<u>Teaching Credit</u>	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0	10.5	11.0	11.5	12.0	12.5	13.0
<b>6 UNIT CLASS</b>																
<u>Number</u>	Below 44 50	44-45	50-51	52-57	58-63	64-69	70-75	76-81	82-87	88-93	94-99	100-105	106-110	111-116	117-122	123-128
<u>Teaching Credit</u>	6	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0	10.5	11.0	11.5	12.0	12.5	13.0	13.5

## Section 5. Definitions and Reassignments

- A. The references in this Article to "lecture" or "laboratory" courses or classes refer solely to credit courses or classes so designated in the College catalog, and do not refer to combination lecture-activity classes or lecture-laboratory classes, although it is possible for the lecture portion of a lecture-laboratory class to be made subject to the large lecture class formula.
- B. This Article provides throughout for various decisions to be made by the District. It is intended to refer to the following process; recommendation by the appropriate Division Chairperson to the appropriate administrator; right of an instructor to appeal administrators' decision to Superintendent/President for final decision; such final decisions are not subject to review through grievance procedure.
- C. If a full-time instructor's normal assigned teaching load is reduced because a class is canceled under Section 1, or because the projected size of a large lecture class subject to the formula in Section 3 is not met, the instructor may be reassigned to any one or more of the following to complete his/her workload:
1. Teach another class with equal that compensates for the contact hours shortage in a following semester or intersession, which may be assigned by the District to fall any time between Monday through Friday 8:00 a.m. to 10:00 p.m. This is an exception to the normal work week assignment limitations in Article VI Section 1. This compensation provision does not apply to overload classes that do not meet the projected size.
  2. Curriculum development project;
  3. Supervision or consultation with regard to Cooperative Education Work Experience Program;
  4. Such other comparable assignment as is deemed appropriate by the District. Such reassignment shall normally be made either immediately or within the subsequent two (2) semesters, but may be extended, in exceptional circumstances, at the discretion of the District.

DATE OF AGREEMENT

12/2/10



Dr. Ricardo Perez,  
Chief Negotiator  
Glendale College District



Gordon Alexandre,  
Chief Negotiator  
Glendale College Guild

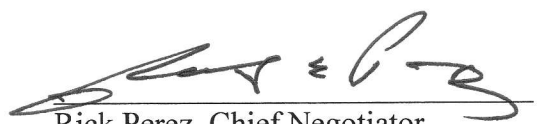
## A. Catastrophic Illness/Injury Leave


1. In accordance with the provisions of the law, Education Code, Section 44043.5, Catastrophic illness/injury leave shall be available to all eligible faculty members. Eligible faculty members shall include probationary, tenured, and adjunct faculty. The purpose of this leave is to permit faculty with a catastrophic illness or injury and who are unable to work at Glendale Community College or elsewhere to utilize paid leave by utilizing sick leave that has been donated to them by fellow faculty members.
2. A catastrophic illness or injury is one that is expected to incapacitate a faculty member for an extended period of time in which the faculty member has used all of his/her paid leaves of absence.
3. A catastrophic illness request shall be approved by the Catastrophic Illness/Injury Committee (CII) consisting of one (1) member assigned by the District, one (1) member assigned by the Guild, and one (1) member assigned by CSEA. The committee shall elect its own Chair. Approval of the committee is based upon:
  - a. Medical verification provided by the requesting faculty member's licensed physician must be presented to the committee.
  - b. The requesting faculty member must be incapacitated or absent for an extended period of time, no fewer than thirty (30) consecutive calendar days.
  - c. A written request must be submitted to the committee by the requesting faculty member or his/her representative.
  - d. The approved probationary or tenured faculty members may use donated leave as whole days or half days and can use the leave retroactively during the course of the illness or injury.
  - e. Probationary or tenured faculty members receiving the fifty percent (50%) hours of donated catastrophic illness/injury time retains full health and welfare benefits for the duration of the donated catastrophic illness/injury.
  - f. The approved adjunct faculty member shall use donated leave as paid hours.
4. Approved leave for probationary and tenured faculty members must be used within a twelve (12) month period after approval. Adjunct faculty members are eligible to receive his/her leave for the remainder of one (1) contract period. The leave shall not exceed his/her current contract.
5. Approved leave shall be placed in a special donated leave account for each approved faculty member.
6. Each approved faculty member may draw upon the account for catastrophic illness/injury.
7. Faculty may only receive catastrophic illness/injury time for regularly scheduled time identified in the Collective Bargaining Agreement. Probationary or tenured faculty members who have a regular assignment are eligible for

catastrophic illness/injury pay only during his/her regular assignment, not for overload, pro-rata, or compensation time.

8. Once the faculty member returns to work, unused leave reverts to the respective Leave Banks for use by other college employees who have been approved for a catastrophic illness/injury leave.
9. In unusual circumstances, the CII Committee may consider a request to extend the period for probationary and tenured faculty members for up to one (1) additional year.
10. Probationary and tenured faculty members may donate accrued sick leave, but he/she must maintain seventy percent (70%) of accrued sick leave on record. The only exception is for faculty who are retiring or terminating employment, who may donate leave without limitations.
11. Donated leave is irrevocable. Once donated it is lost to the donor. Donations of sick time shall not be made between individual employees.
12. Probationary and tenured faculty members may donate leave ONLY to the Catastrophic Illness/Injury Leave Bank for use by any approved applicant. There shall be a separate Catastrophic Illness/Injury Leave Bank established for adjunct faculty members. Contributions to the Adjunct Faculty Leave Bank may be donated by any college employee until December 31, 2011. Upon separation from the District, any employee may donate to any Catastrophic Illness/Injury Leave Bank.
13. Donated leave shall be charged on an hour-for-hour basis regardless of the classification family and/or salary schedule of the faculty member donating leave and the faculty member receiving leave.
14. The District shall call for leave donations for the Leave Banks as needed. In addition, the District shall give faculty who terminate employment, resign, or retire, an opportunity to donate unused sick and/or vacation leave to the Leave Banks.
15. Unused donated leave reverting to the Leave Banks and leave specifically donated to the Catastrophic Illness/Injury Leave Banks shall make up the Leave Banks.
16. Requests for Catastrophic Illness/Injury Leave are subject to availability of donated leave. The CII Committee shall not be responsible for approving requests when there is no leave in the Leave Bank.
17. The decision of the CII Committee is final and not subject to appeal.

Tentative Agreement reached on: 12-2-10

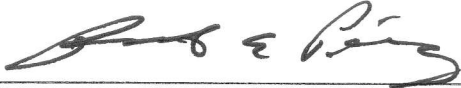
  
Rick Perez, Chief Negotiator  
Glendale Community College District

  
Gordon Alexandre, Chief Negotiator  
Glendale Community College Guild

SIDE LETTER AGREEMENT  
2011 GRADUATION START TIME

The District and the Guild agree to start the June 3, 2011 Graduation ceremonies at 7 p.m.

Agreement Date: Nov 4, 2010



Rick Perez, Chief Negotiator  
Glendale College District



Gordon Alexandre, Chief Negotiator  
Glendale College Guild

TA 12-2-10

*[Handwritten Signature]*

**GLENDALE COMMUNITY COLLEGE**  
**2011-2012 Academic Calendar**

*[Handwritten Signature]*

**Summer 2011**

M	T	W	Th	Fr	S	M	T	W	Th	Fr	S	M	T	W	Th	Fr	S
Jun																	
13	14	15	16	17	18	20	21	22	23	24	25	27	28	29	30	1	2
11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29	30
8	9	10	11	12	13	15	16	17	18	19	20	22	23	24	25	26	27

**Fall 2011**

M	T	W	Th	Fr	S	M	T	W	Th	Fr	S	M	T	W	Th	Fr	S
29	30	31	1	2	3	5	6	7	8	9	10	12	13	14	15	16	17
26	27	28	29	30	1	3	4	5	6	7	8	10	11	12	13	14	15
24	25	26	27	28	29	31	1	2	3	4	5	7	8	9	10	11	12
21	22	23	24	25	26	28	29	30	1	2	3	5	6	7	8	9	10
19	20	21	22	23	24	26	27	28	29	30	31						

**Winter Intercession 2012**

M	T	W	Th	Fr	S	M	T	W	Th	Fr	S	M	T	W	Th	Fr	S
3	4	5	6	7		9	10	11	12	13	14	16	17	18	19	20	21
30	31	1	2	3	4	6	7	8	9	10	11						

**Spring 2012**

M	T	W	Th	Fr	S	M	T	W	Th	Fr	S	M	T	W	Th	Fr	S
13	14	15	16	17	18	19	20	21	22	23	24	25	27	28	29	30	31
12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30	31
9	10	11	12	13	14	16	17	18	19	20	21	23	24	25	26	27	28
7	8	9	10	11	12	14	15	16	17	18	19	21	22	23	24	25	26
4	5	6	7	8	9												

- Holiday      - Local Vacation      - Instate Day      - Flex Days      F = Finals

TENTATIVE AGREEMENT  
ARTICLE VIII. SALARIES

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

**B. Salary Rates Coaching**

1. Women's and Men's Athletic Directors shall each receive a \$6,798 stipend per semester. Either Athletic Director may elect to have an Assistant Athletic Director who is currently employed by the college. The Assistant Athletic Director shall be funded from the above stipend and shall not exceed 30% of that amount and the term shall not exceed two semesters.
2. Full-time contract teachers who are assigned a head coaching position will receive a stipend of 10% of their annual contract. The Head Football Coach will receive a stipend of 12% of his annual contract.
3. Adjunct instructors who are assigned a head coaching position will receive a stipend equivalent to 10% of Step 5-Column III on the Full-Time Instructor Salary Schedule.


The Head Football Coach (if adjunct faculty) will receive a stipend of 12% of Step 5-Column III.

4. Assistant Coaches will receive a stipend according to the schedule below. Every Head Coach shall provide to the Vice-President of Instruction and to Human Resources a brief, written description of the assignment for each Assistant Coach.
5. The number of Assistant Coaches for each sport may vary each season depending on the number of student athletes participating, the skill set needed for the sport, the expertise of the Assistant Coach and the assignment given by the Head Coach. The total stipend amount shall not exceed the amount listed in the schedule below.
6. The maximum stipend received by an Assistant Coach shall not exceed \$4,688.42 for any one season.
7. If a Head Coach in a sport without an Assistant Coach chooses to have an Assistant Coach, the amount of the combined stipends for the Assistant Coach and the Head Coach shall not exceed 10% of the Head Coach's annual contract.
8. Coaching is a professional ancillary activity and not considered part of the load calculation nor can the coaching duties be added to other duties to reach a total of 67% of a full time assignment. The stipends for coaching assignments are listed below and not to be confused with section 16 E. of this article, "Adjunct Faculty Ancillary Activities Stipends."
9. Stipends shall not exceed the amount in the chart below and may be distributed in partial payments. However, the total amount of the stipend shall be distributed within 45 days of the end of the season.

ASSIGNMENT OR SPORT AMOUNT PER SEASON		
Men's Athletic Directors		\$6,798.31 per semester
Women's Athletic Directors		\$6,798.31 per semester
Fitness Center Director		\$3,787.50 per semester
Head Football		12% of annual contract
Assistant Football		\$18,753.68
Head Men's Basketball		10% of annual contract
Assistant Men's Basketball		\$4,688.42
Head Woman's Basketball		10% of annual contract
Assistant Women's Basketball		\$4,688.42
Head Men's Baseball		10% of annual contract
Assistant Men's Baseball		\$4,351.08
Head Track and Field		15% of annual contract
	(Combined Men's and Women's)	
Assistant Track and Field		\$13,053.24
	(Combined Men's and Women's)	
Head Men's Soccer		10% of annual contract
Assistant Men's Soccer		\$4,351.08
Head Women's Soccer		10% of annual contract
Assistant Women's Soccer		\$4,351.08
Head Men's Tennis		10% of annual contract
Head Women's Tennis		10% of annual contract
Head Cross Country		15% of annual contract
	(Combined Men's and Women's)	
Assistant Cross Country		\$8,702.16
	(Combined Men's and Women's)	
Head Volleyball		10% of annual contract
Assistant Volleyball		\$4,351.08
Head Wrestling		10% of annual contract
Head Men's Golf		10% of annual contract
Head Women's Golf		10% of annual contract
Head Women's Softball		10% of annual contract
Assistant Women's Softball		\$4,351.08

Date of Agreement Oct 21 2010

  
 Rick Perez  
 Chief Negotiator,  
 Glendale College District

  
 Gordon Alexandre  
 Chief Negotiator,  
 Glendale College Guild



**ARTICLE I.  
FACULTY SERVICE AREAS**

**Section 1. Minimum Qualifications as Faculty Service Areas**

For purposes of Education Code Sections 87743, 87743.1, 87743.2, 87743.3, 87743.4, 87743.5, 87744, and 87745 the list of "Faculty Service Areas" (FSA) in the Glendale Community College District shall be the same list as the Disciplines List of Minimum Qualifications as defined by the Board of Governors in compliance with Education Code Section 87356, 87357, 87358, and 87359. A contract faculty member shall be considered "qualified and competent" in an FSA if the faculty member satisfies any one of the following:

- A. Possesses the minimum qualifications for hire for the discipline of the FSA as defined on the GCC Disciplines List;
- B. Grandparented by any California Credential for the discipline of the FSA;
- C. Met the minimum of three years of practical work experience in the discipline, if such is part of a vocational certificate program.

**Section 2. Faculty Service Area Committee**

A standing Faculty Service Areas Committee shall be formed composed of two (2) Guild representatives, two (2) Senate representatives, and one (1) administrative representative. The two Guild representatives are appointed by the Executive Committee of the Guild. The two Senate representatives are appointed by the Executive Committee of the Senate. The administrative representative is appointed by the appropriate Vice President.

**Section 3. Petitioning a Faculty Service Area**

Forms for petitioning of an FSA are available in the Office of Human Resources. It shall be the responsibility of the employee to provide the district with all documentation necessary to substantiate the claim of qualification and competence. This documentation shall be attached to the petition.

If the basis for the application is the set of minimum qualifications listed on the GCC Disciplines List, then the Office of Human Resources sends the complete petition to the FSA Committee, which shall make its decision and sign the FSA Committee Worksheet. The complete petition, together with worksheet, shall be

returned to the Office of Human Resources, which will inform the applicant of the decision.

If the basis for the application is an equivalency, then the Office of Human Resources will send the complete application through the appropriate channels as specified in the GCC Policy on the Equivalence to Minimum Qualifications (See IV B and Sec III A).

When the Office of Human Resources has received the decision from the Equivalency Committee and the equivalency procedures are completed, the decision and the applications are forwarded to the FSA Committee to make sure that due process was followed. The FSA Committee shall return the petition, together with the signed FSA Committee Worksheet, to the Office of Human Resources, which will inform the applicant of the decision.

#### **Section 4. Appeal Process**

An applicant may appeal an FSA decision. However, before the appeal is filed, the guidelines in the Equivalency Policy that explain the difference between an appeal and a re-application should be read carefully. If the applicant decides to appeal the decision, he/she must inform the Office of Human Resources, which will follow the appeal guidelines in Sec V of the GCC Policy on the Equivalence to Minimum Qualifications. When the Office of Human Resources has received the appeal decision from the appropriate Equivalency Committee, it will be forwarded to the FSA Committee to make sure that due process was followed. The FSA Committee shall return the complete petition, together with a second signed FSA Committee Worksheet, to the Office of Human Resources, which will inform the applicant of the final decision.

#### **Section 5. Faculty Service Areas for New Employees**

Within sixty (60) days of hire the district shall provide each new ~~contract~~ faculty employee a list of those Faculty Service Areas in which he/she is placed as determined by the employees records on file with the District. The Office of Human Resources will notify the new employee of FSA's granted based on the minimum qualifications listed in the GCC Disciplines List. If the employee believes that he/she qualifies for an FSA through equivalency, a petition for that FSA must be submitted following the guidelines in Section 3 of this document.

#### **Section 6. Notification by District**

The District shall notify each ~~full-time~~ faculty member that they may petition to add an FSA by the ~~dates~~ stated in Section 7 of this article. ~~This~~ Notifications

will be sent by ~~October 1<sup>st</sup>~~ September 15<sup>th</sup> for Fall and March 1 for Spring each academic year.

**Section 7. Last Day to Apply**

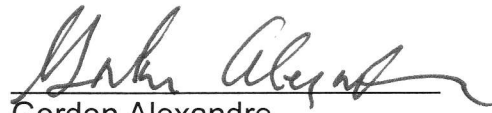
Notification shall be sent by October 31 and April 15, to be implemented the subsequent session.

~~The last day to apply for recognition of a Faculty Service Area for use in any academic year is October 31<sup>th</sup> for Fall and April 15<sup>h</sup> for Spring February 15<sup>th</sup>, or the next business day, of that academic year~~

Tentative Agreement reached on: OCT 26 2010



Ricardo Perez  
For the District



Gordon Alexandre  
For the Guild