

## Side Letter of Agreement 2020-21.4

### Cabrillo Community College District (District) and the Cabrillo College Federation of Teachers (CCFT)

#### Additional Pay for Designated Adjunct Ancillary Activities for the 2020-21 Academic Year

This side letter serves as an extension of the ancillary pilot for 2020-21.

Representatives for the extended pilot may serve on any one of the committees below:

- Faculty Senate (applies to faculty representatives elected through the regular election process)
- Safety Committee (Subcommittee of the Facilities Planning Committee)
- Technology Committee
- Institutional Effectiveness (IE)
- Facilities Planning Committee (FPC)
- Student Equity and Achievement Advisory Committee
- Outcome Assessment Review Committee (OARC)

Appointees must have re-employment preference (Article 16.8.2) to serve on committees and receive compensation under this side letter.

- The District will fund \$800 per semester for those participating approximately every two weeks and \$400 per semester for those participating approximately monthly to a maximum of \$4,300 per semester on a one-time basis. Any funds not used during a semester shall revert back to the District. The semester total of \$4,300 will be available to be distributed among the qualified adjunct representatives. CCFT will determine how to allocate funding based on number of participants.
- CCFT will provide the list of pilot participants to the District no later than Friday of the second week of classes each semester. If a representative is identified beyond the second week, the payment will be prorated based on the number of meetings attended.
- Appointees are required to send an email summary of each meeting to the appropriate audience (faculty) and copy the appropriate administrator: VPI for Faculty Senate and Institutional Effectiveness, VP of Administrative Services for Facilities Planning Committee, Safety Committee (Subcommittee of the Facilities Planning Committee), and Technology Committee, VPI for Outcome Assessment Review Committee, and VP of Student Services for Student Equity and Achievement Advisory Committee.
- At the end of each semester, each participating adjunct will be required to submit a one-page Ancillary Activity Pilot report (see attached template) to the committee chair, the CCFT executive director, and the Director of Human Resources and Labor Relations via email. The committee chair will indicate that the adjunct attended the meetings and contributed to the committee discussion by responding to all parties to the email. The adjunct will include in the report how their participation contributed to *Institutional Effectiveness and Student Success* goals of the college.
- CCFT will prepare an *Authorization for Payment for Services* form and submit the form to the appropriate VP via email for verification. Human Resources will submit the *Authorization for*

*Payment* for Services form to payroll for processing. If more than one meeting is missed, the adjunct's payment will be reduced by the percentage of additional (> 1) meetings missed without regard to the reason for the absence. Flex week meetings are excluded.

CCFT will appoint the representatives except those who are elected for Faculty Senate or appointed by Faculty Senate. When considering appointments, CCFT will take into account how the qualifications of the adjunct fit with the work of the committee.

Time served for these designated pilot program ancillary activities will not count toward the 67% limit in addition to those workload exclusions defined in Article 16. 7.

If an adjunct is receiving payment from CCFT or another funding source for serving on a committee, the adjunct instructor is not eligible to receive payment from the District for ancillary activities for the same service on that committee.

Evaluation of Additional Pay for Designated Ancillary Activities Pilot Provision:

The evaluation of this pilot provision will be completed during the spring 2021 semester. Changes, if any, will be incorporated into a new Side Letter that may span the remainder of the 2019-22 contract.

The District and CCFT negotiation teams will evaluate this extended pilot program in light of overall compensation program priorities. The evaluation process will consider the following:

- any unintended consequences that may arise during the extended pilot
- the associated costs and effectiveness of administering the extended pilot
- subject matter expertise of the adjunct
- the effectiveness of the pilot in enhancing adjunct connection to and investment in the institution
- broad participation across all divisions
- appointing adjuncts whose knowledge and expertise allow them to make significant contributions to the work of the committee.

The pilot program is not intended to be a professional development training activity for faculty.

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Date

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Date

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For Cabrillo Community College District

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For Cabrillo College Federation of Teachers (CCFT)

**2020-21 Ancillary Activity Pilot**  
**Request for Payment for Designated Ancillary Activities**

Academic Semester and Year: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Committee Chair (Project Coordinator): \_\_\_\_\_

Appropriate Vice President/President: \_\_\_\_\_

I contributed to institutional effectiveness and student success goals of the college by participating in discussions and recommendations regarding, but not limited to, the following: *(please provide a bulleted list of specific examples of your contributions to the work of the committee)*

List specific ways you contributed and communicated the work of the committee to the faculty at Cabrillo and attach copies of the emails you sent following each committee meeting, summarizing your report out to the appropriate audience (faculty, etc.).

*Submit this page with an **Authorization of Payment form** signed by yourself to CCFT after the last meeting of the semester, by the beginning of final exam week.*