

**Side Letter of Agreement 2013-14.16**  
**Cabrillo Community College District (District)**  
**and the**  
**Cabrillo College Federation of Teachers (CCFT)**

**Salary, Benefits, and Other Agreements Effective**  
**with the 2014-2015 Academic Year**

A. The District expects revenue to remain flat or decline in 2014-15. The District and CCFT agree to the changes below effective with the 2014-15 academic year with the following shared expectations and agreements:

1. The intent is that CCFT receive a fair share of resources for the total compensation package of salary and benefits. The District and CCFT have a shared goal of improving the faculty salary schedules over time as ongoing resources allow.

B. Article 11 Workload: The District and CCFT agree to the following changes:

1. World Language (formerly Foreign Language) will submit curriculum changes to modify courses from 5 units lecture to 4 units lecture and one unit lab by June 2014 (this takes place via the Faculty Senate and the college curriculum process).

CCFT agrees to the following ongoing change in workload (*becomes 11.2.2.8--renumber subsequent sections*):

11.2.2.8 World Language

Each hour of World Language online laboratory instruction:

0.33 Teaching Unit

2. Online Courses: CCFT agrees to delete the following language:

~~11.2.2.14.4: Online Course: A course primarily delivered online. The first time a unit member teaches a particular course online, the maximum class size for the online course will be 75% of the standard maximum class size established for the course. However, the maximum will not fall below 28 for any course unless the standard maximum is under 28, then the standard maximum will be used. This provision excludes courses involving on-site labs.~~

3. CCFT agrees to the following changes regarding coordination units for interdisciplinary/linked courses: (Note: Sections 11.2.2.15, 11.2.2.16.2 and 11.2.2.16.2.1 have been renumbered to 11.2.2.16.3, 11.2.2.17.2 and 11.2.2.17.2.1 as a result of #1 above)

- In 2014-15, adjunct faculty will continue to receive coordination units in sections 11.2.2.16.3, 11.2.2.17.2, 11.2.2.17.2.1. Full time faculty will not receive coordination units in 11.2.2.16.3, 11.2.2.17.2, 11.2.2.17.2.1. The District and CCFT are committed to looking at a different model to provide support for students that may include flexibility for use of office hours.

- Beginning in 2015-16, no faculty will receive coordination units in sections 11.2.2.16.3, 11.2.2.17.2, 11.2.2.17.2.1 for cross-disciplinary team-taught or linked learning community courses.

#### 11.2.2.16 Cross-Disciplinary Team-Taught Courses

A course taught by more than one instructor that combines at least two disciplines in one setting, explores a subject from a variety of views, and involves the work of at least two classroom instructors.

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11.2.2.16.3 Coordination: 1 Teaching Unit to be shared between instructors team teaching. *Note: ends at the end of AY 2014-15.*

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11.2.2.17.2 Each unit member teaching a linked course in a designated learning community will receive the same faculty load credit as the faculty would receive if this course were not taught as a linked course. **In addition, one half (1/2) additional teaching unit per linked course will be given for coordination to be shared among instructors as determined by the instructors. If a faculty member in that learning community is teaching more than one course, the coordination units are only allocated for one of the courses they teach. Note: bolded text ends at the end of AY 2014-15.**

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11.2.2.17.2.1 When there are cross-disciplinary teams with more than two faculty members in a learning community, the program will determine a formula for distributing the coordination units. Each fall faculty teaching in the program will approve the distribution formula for the following academic year. *Note: ends at the end of AY 2014-15.*

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- Workload changes that affect faculty compensation will be considered during negotiations regarding the total compensation package when appropriate in future bargaining of faculty compensation increases.

C. Article 13 Salary: The following changes will be made for the 2014-15 academic year. (Appendices B-E will be updated to reflect the salary changes.)

- Base salary for 2014-15 academic year calculation applied in this order:
  - Remove one-time increases in salary and pro-rata pay from all 2013-14 faculty salary schedules, appendices, etc. in the contract including side letters.

- b. Add a 1% ongoing salary increase for CCFT for 2014-15 (estimated at \$270,000) for the unit.  
The 1% increase will be allocated as follows:
- 0.5% salary increase for all faculty
  - The remaining ongoing 0.5% salary increase for CCFT will be allocated to fund a 0.8% increase on the Adjunct & Overload Faculty Salary Schedule from 63% to 63.8% of the Contract Regular Faculty Salary Schedule.
- c. Add 1.43% one-time salary increase for CCFT for 2014-15 (estimated at \$386,753) for the unit applied in this order:
- 1.13% one-time increase to all faculty
  - The balance of the remaining one-time funds will be used to increase the Adjunct & Overload Faculty Salary Schedule from 63.8% to 64.3% of the Contract Regular Faculty Salary Schedule.
  - CCFT and the District agree that the one-time 1.43% salary increase is for one-year only (academic year 2014-15). The salary reopener for 2015-16 will begin at the salary baseline of the ongoing level from 2014-15, i.e. the ongoing portion only.
2. This agreement does not provide for a reopener for Article 13 for 2014-15.
3. Article 9 Professional Growth and Development: CCFT agrees to apply the equivalent of one year's sabbatical funding, \$102,046, to pay for a portion of the 1.43% one-time salary increase:
- a. Sabbatical Leaves funds for the 2014-15 year (\$61,745) and (\$40,301) for 2015-16.
  - b. The District will use funds of \$284,707 from the one-time FTES Reserve account to fund a portion of the 1.43% salary increase.
- D. Article 14 Health and Welfare Insurance Coverage: The parties agree to make the following changes to Article 14:
1. The District pays a stipend for contract/regular unit members that includes medical, dental, life and disability insurance coverage. Full time regular or contract unit members will continue to share 50% of the increase in insurance benefits costs for the 2014-15 academic year.
  2. The benefit stipend amounts set forth in section 14.2 shall be adjusted to reflect the applicable new rates as follows (see Appendix F):
    - a. 14.2.3 Medical Coverage for Employee Only:  
The District shall provide full-time regular and contract unit members with medical coverage for employee only, a benefits stipend for medical, dental, life insurance and disability insurance, up to \$10,095.47 per year, calculated based on their assignment status.
      - 14.2.3.1 Ten month assignment: \$1,009.55 monthly (\$10,095.47 annually)
    - b. 14.2.4 Medical Coverage for Employee Plus One Dependent:

The District shall provide full-time regular and contract unit members with employee plus one dependent in medical coverage, a benefits stipend for medical, dental, life insurance and disability insurance, up to \$19,344.75 per year, calculated based on their assignment status.

14.2.4.1 Ten month assignment: \$1,934.48 monthly (\$19,344.75 annually)

c. 14.2.5 Medical Coverage for Employee Plus Two Dependents:

The District shall provide full-time regular and contract unit members with employee plus two dependents in medical coverage a benefits stipend for medical, dental, life insurance and disability insurance up to \$27,090.29 per year, calculated based on their assignment status.

14.2.5.1 Ten month assignment: \$2,709.03 monthly (\$27,090.29 annually)

3. 14.2.2.2 Regular or contract unit members working partial assignments shall receive a pro rata stipend based on the percentage of their assignment.

4. 14.4.6. District Adjunct Stipend:

The benefits stipend for adjunct unit members will continue to increase by the same percentage as the employee-only benefits stipend for contract regular faculty (Section 14.4.6 and 14.2.2.3). The District shall provide each eligible adjunct unit member enrolled in health plans with an insurance stipend of \$7,191.09 per year for medical and dental coverage, paid on a monthly basis for a ten-month assignment, or \$719.11 per month.

5. Contributions towards benefits premiums in excess of the District-paid stipend shall be made through automatic payroll deductions on a pre-tax basis under an IRS 125 plan to the extent allowed by law (see section 14.3.5).

6. Effective October 1, 2014 the following plans will replace the plans listed in Sections 14.3.1 and 14.4.9:

(a) Plan 80-E: Blue Shield PPO with Navitus Health Solutions RX plan.

(b) Plan 80-J: Blue Shield PPO with Navitus Health Solutions RX plan.

(c) Plan HDHP-B: Blue Shield PPO (high deductible, HSA compatible)

(d) Plan 10-0: Blue Shield HMO

(e) Plan 25-500: Blue Shield HMO (the benefits stipend is tied to this plan.)

(f) Plan 30-20%: Blue Shield HMO

E. Appendix U update: DSPS name change to Accessibility Support Center.

F. Article 26 Reopening of Negotiations and Specific Provisions of Agreement. During the 2014-15 year, the parties agree to reopen the following:

1. Article 14 Health and Welfare Insurance Coverage to address Affordable Care Act compliance issues, if necessary.

2. Article 10 Leaves to review the State Disability Insurance (SDI) program
  3. Article 16.16 Ancillary Activities Fund--reopener in summer or early fall 2014 (to be completed by 9/30/14) to evaluate Ancillary Activities Fund, Article 16.16
  4. Article 17 Evaluation and Tenure and related appendices: in addition to incorporating the 2014 evaluation study group recommendations, the negotiations subcommittee will incorporate language regarding SLO assessment work that is currently done by faculty as well as criteria and accountability measures regarding faculty work expectations (Appendix L) in the existing reopener (26.2).
- G. Article 11: Workload (Spring 2015): CCFT and the District agree to identify a joint study group to include members of both negotiations teams to complete a comprehensive review of Article 11, Workload. CCFT and the District team will develop a list of criteria, gather and analyze data that will be used by the study group to evaluate workload provisions. The study group will provide a report to the negotiation teams prior to commencement of negotiations for the 2016-19 contract. Information from the study group will be used to inform the negotiations process.

Other changes not in contract:

Salary (Fall 2014): CCFT and the District agree to convene a study group with members of both negotiations teams to develop an approach to benchmark faculty salaries including, but not limited to, identifying colleges that will be included in the comparison groups and the components of the compensation programs that will be included in the study. Information from the study group will be used to inform the negotiations process.

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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)