

## Side Letter of Agreement 2021-22.15

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

#### Additional Pay for Associate Ancillary Committee Activities

This side letter serves as an extension of the ancillary program for 2022-23 and following academic years. CCFT and the District agree to keep this side letter outside of the contract as an ongoing program until renegotiated. This side letter includes agreed upon revisions and updates to the wording and procedures for participation in and payment through the ancillary program.

AssociateAdjunct faculty representatives for the ancillary program 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 Committee (IEC)
- 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 associateadjunct representatives. CCFT will determine how to allocate funding based on number of participants.
- CCFT will provide the list of participants to the District Chief Negotiator 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 constituent group they represent and copy the appropriate administrator, as follows: VP of Instruction for Faculty Senate, Institutional Effectiveness Committee, and Outcome Assessment Review Committee; VP of Administrative Services for Facilities Planning Committee, Safety Committee, and Technology Committee; and VP of Student Services for Student Equity and Achievement Advisory Committee.
- At the end of each semester, each participating associateadjunct will be required to submit a true and complete one-page AssociateAdjunct Ancillary Committee Activity Report (see attached template) to the CCFT Executive Director. The CCFT Executive Director must then obtain email confirmation from the committee chair that the associateadjunct faculty member performed the

required committee activities.

- CCFT will prepare an *Authorization for Payment for Services* form, and submit the completed form along with the ~~Associate Adjunct~~ Ancillary Committee Activity Report and the email confirmation from the committee chair to Human Resources; no later than two weeks after semester grades are due. Human Resources will then submit the *Authorization for Payment for Services* form and the backup materials to payroll for processing. If more than one meeting is missed, the ~~associate's 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 ~~associate adjunct~~ fit with the work of the committee.

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

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

~~Evaluation of the Additional Pay for Ancillary Committee Activities Program:~~

~~The final evaluation of this program will be completed during the Fall of 2021 or Spring of 2022. Changes, if any, will be incorporated into a new side letter and/or the parties may agree to incorporate the side letter language and the Additional Pay for Ancillary Committee Activities Program into the contract.~~

~~The District and CCFT negotiation teams will evaluate this ancillary 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 ancillary program is not intended to be a professional development training activity for faculty.

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Date  
Angela R.  
Hoyt

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For Cabrillo Community College District

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Date  
Tobin W.  
Keller

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For Cabrillo College Federation of Teachers  
(CCFT)

