

**2023-24.3 DC Matrix Memorandum of Understanding
Between Cabrillo Community College District
and
Cabrillo College Federation of Teachers**

This is a Memorandum of Understanding (“MOU” or “Agreement”) between the Cabrillo Community College District (“District” or “Cabrillo”) and the Cabrillo College Federation of Teachers (“CCFT”) collectively referred to as “the Parties” and concerning the Department Chair (DC) Compensation Matrix (“DC Matrix”).

I. Recitals

1. The Parties recognize the complexity of the DC Matrix and the intended purpose to account for work performed and compensate individual department chairs for their contribution to the institution’s mission and goals for supporting students.
2. The Parties acknowledge they have a shared interest in studying and ultimately simplifying the DC Matrix. The Parties have been working together over a span of years to assess and consider appropriate changes to the DC Matrix and the format/metrics by which department chairs are compensated. The District and CCFT formed a joint workgroup to study and recommend updates/revisions to the DC Matrix. This MOU is a result of negotiations between CCFT and the District over the concepts developed and presented by the joint workgroup. This MOU represents an initial step toward changes to the DC Matrix. In future years, the Parties intend to continue their study of and potential future revisions and/or simplifications to the DC Matrix and related appendices.
3. The District’s position is that the District is experiencing a serious budget deficit now and in the coming years, which has been taken into consideration in negotiating and entering into this MOU regarding the DC Matrix. CCFT also acknowledges budget challenges for the coming year and the longstanding intention to make improvements to the DC Matrix.
4. The formation of the updated DC Matrix shall include current 2023 data for the 2024-2025 academic year and current 2024 data for the 2025-2026 academic year. The DC Matrix shall be created using the mathematical revisions to the metrics provided in SL 2019-20.6 DC Matrix Pilot Program for 2020-21, which is attached and incorporated herein as ***Exhibit A***.

II. Agreements

5. **Two (2) Year Pilot Program:** The Parties agree to implement the changes identified within this MOU for this two (2) year pilot program. Upon completion of the two (2) year pilot program, the Parties agree to implement the changes into the contract unless otherwise negotiated.

6. **Changes to the DC Matrix:** The Parties agree to implement the following changes to the DC Matrix, as reflected on the updated Appendix D.2, attached and incorporated herein as **Exhibit B**.

a. **De-cluster former department clusters:**

- ASTRO/GEOL/OCEAN
- Comp Science/CIS
- Cultural Studies (ANTHR/HSERV/SOC)
- English/Journalism
- Etech/Weld
- Global Studies (ECON/EDU/GEO/HIST/PS/WS)
- Public Safety (CJ/FT)
- SPECS (COMM/PHILO/PSYCH)
- Studio Arts (ART/AH)

b. **Departments that will remain grouped together:**

- BUS/ACCT/FIN
- ES/GEOL/OCEAN
- SOC/WS
- World Languages (FR/ITAL/SPAN/JAPAN/GRMN/SLS/ Bilingual/Bicultural Studies)

c. **Departments removed:**

- EDU
- Reading

d. **Departments Added:**

- Ethnic Studies

e. **Assignment of Static Teaching Units (TUs) listed in prior Appendix D.2 for criteria #s 7-12:** Two (2) leadership TUs are to be assigned to all de-clustered departments. The former clustered static TUs are to be assigned to the following de-clustered departments:

<u>Cluster</u>	<u>Department</u>	<u>TUs/Category</u>
Cultural Studies	HSERV	2 Industry Advisory
	HSERV	1 Facilities Business
Comp Science/CIS	CIS	2 Industry Advisory
English/Journalism	Journalism	2 Industry Advisory
Etech/Weld	Etech	2 Industry Advisory
	Weld	2 Industry Advisory
	Weld	2.5 Facilities Business
	Weld	1 Budget and Ancillary
Public Safety	Fire Tech	2 Industry Advisory
	Criminal Justice	2 Industry Advisory

The changes to the DC Matrix listed above represent a total ongoing increase of approximately \$110,000 based on the 23/24 per TU cost.

7. **Department Chair Stipend for Additional Department Chairs:** The 13 new additional department chairs shall receive the \$500 stipend. The additional 13 department chair stipends represent a total ongoing increase of \$6,500.
8. **Total Ongoing Fiscal Impact:** The DC Matrix (approximately \$110,000) and Department Chair Stipend (\$6,500) changes outlined in this MOU represent a total ongoing increase of approximately at \$116,500.
9. **Department Chair/Academic Specialist Job Description Appendix D.1:** The Parties agree to make the redline changes as shown on the updated/redlined Appendix D.1, attached and incorporated herein as *Exhibit C*.
10. **Shared Interest in the concept of aligning instructional expenditures Full Time Equivalent Students/Student Centered Funding Formula (FTES/SCFF):** The Parties agree to continue to work together beginning in the Fall of 2024 through the Office of Instruction, Deans, and the Department Chairs to establish and develop methods, including achieving improved sustainable enrollment levels, to align TUs with apportionment revenue (FTES/SCFF).

III. General Provisions

11. **Term.** The Parties agree that this MOU shall expire on June 30, 2026, unless extended or modified by mutual written agreement.
12. **Not Precedent Setting.** The Parties agree that this MOU is not precedent setting, does not constitute a past practice, and does not constitute a waiver of the District's right to refuse to negotiate matters that are not mandatory subjects of bargaining.
13. **Execution.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a full executed Agreement. Signatures through electronic verification, or signatures transmitted by fax or email shall be deemed original signatures.

7/3/24
Date



For Cabrillo College

7.3.2024
Date



For CCFT