MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
THE CERRITOS COLLEGE FACULTY FEDERATION (LOCAL 6215, CFT/AFT, AFL-CIO)  
REGARDING  
COMPENSATION FOR THE SUCCESS CENTER INSTRUCTIONAL SPECIALIST  
From the beginning of Fall 2013 through to the end of Spring 2014  

July 30, 2013

The parties to this MOU understand and agree to the following.

Compensation – Full-time Instructors

- The work of permanent (full-time) faculty serving as Instructional Specialists will be compensated on the basis of a lab hour: 1 lab hour is equal to 0.75 lecture hour.
- The number of hours assigned may vary from a minimum of a 20% load up to a maximum of an 80% load; the number of hours to be calculated in accord with the following examples:
  - 20% load = 4 hours per week in the Success Center plus duties listed in Professional Duties and Responsibilities
  - 40% load = 8 hours per week in the Success Center plus duties listed in Professional Duties and Responsibilities
  - 60% load = 12 hours per week in the Success Center duties listed in Professional Duties and Responsibilities
  - 80% load = 16 hours per week in the Success Center plus duties listed in Professional Duties and Responsibilities
- Should a permanent (full-time) faculty member serving as an Instructional Specialist teach overload, the time in the Success Center is to be used to calculate the amount of overload. For example, a teaching load of 60% lecture and 60% lab in the Success Center is to be calculated as follows:
  1. Convert all lab hours to lecture hours:
     - 60% load of lecture = 9 lecture hours
     - 60% load in Success Center = 12 lab hours (equal to 9 lecture hours)
     - A total of 18 lecture hours = the 15-hour base plus 3 lecture hours of overload
  2. Subtract the base of 15 lecture hours from the total number of hours, which yields overload in terms of lecture hours.
     - 18 lecture hours – 15 base hours = 3 lecture hours of overload
  3. Convert the number of lecture hours above the base to lab hours.
     - 3 lecture hours = 4 lab hours
  4. The resulting number of lab hours constitutes the hours of overload.
     - Overload = 4 lab hours
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Compensation – Adjunct (Part-time) Instructors

- Because Adjunct (part-time) instructors are paid hourly, the work of Adjunct (part-time) Instructional Specialists will be compensated at the appropriate hourly rate.
- Adjunct (part-time) faculty members are limited to a maximum of 67% of a full-time load. When calculated at the lab hour rate – i.e., 1 lab hour = 0.75 lecture hour – the full-time load basis for calculations is 20 hours per week. The maximum, then, of 67% of a full-time load of lab hours equals 13.4 hours. As follows:
  - 20% load = 4 hours of duties per week in the Success Center
  - 40% load = 8 hours of duties per week in the Success Center
  - 60% load = 12 hours of duties per week in the Success Center
  - 67% load = 13.4 hours of duties per week in the Success Center
- In order for the Adjunct (part-time) Instructional Specialist to fulfill all duties and responsibilities, at least one hour per week will not be scheduled on the floor of the Success Center.
- Those Adjunct faculty who are assigned a 67% load will be scheduled for a maximum of 12 hours in the Success Center plus 1.4 hours for duties listed under Professional Duties and Responsibilities.

Professional Duties and Responsibilities

In addition to the hours required in the Student Success Center:

- Faculty who work in the Success Center as Instructional Specialists are required to attend all department meetings and training sessions. Especially important are
  - Success Center Department meetings held once a month for 1.25 hours.
  - Success Division Meetings held once a month for 1.25 hours.
- The following activities are mandatory and are to be attended during the regular semester:
  - Tutor training – “boot camps” – which are two-day training sessions
  - Level I training – 7 one-hour workshops
  - Level II training – 10 one-hour workshops
- Duties in the Success Center may include but not be limited to:
  - Facilitating workshops
  - Directed Learning Activity (DLA) design
  - Training of staff tutors
  - Overseeing the work of staff tutors
  - Two meetings per month (separate and apart from the Department and Division meetings)
  - Directed Learning Activity (DLA) writing
  - Workshop preparation
The parties to this MOU agree to develop an evaluation instrument and reevaluate this agreement in Spring 2014. This MOU expires June 30, 2014, and it is the intent of the parties to clarify a new compensation structure for Instructional Specialists by the end of the Spring 2014 semester.

For the Cerritos College Faculty Federation (AFT Local 6215):

Dr. Solomon Namala  
President

Mr. Armando Soto  
Vice President

For the Cerritos Community College District:

Dr. Linda L. Lacy  
President/Superintendent

Dr. Mary Anne Gularte  
Vice President, Human Resources/Assistant Superintendent