

**AFT Part-Time Faculty**  
**MEMORANDUM's OF UNDERSTANDING**  
2017- 2019

<b>TAB</b>	<b>DESCRIPTION</b>	<b>DATE</b>	<b>EXPIRATION</b>
1	Class Stacking	04/08/2017	08/01/2019
2	Migration to Canvas Course Management System (Revised)	08/30/2018 04/22/2019	05/30/2019 08/15/2020
3	Professional Development Stipend	02/19/2019	06/30/2022
4	Extension of Class Stacking	08/02/2019	06/30/2020
5	Mileage Reimbursement (General Atomics)	09/23/2019	12/31/2020

Memorandum of Understanding

Class Stacking ~~DRAFT~~ <sup>mc</sup> 4/19/17

April 8, 2017

This Memorandum of Understanding is entered into by and between the Victor Valley Community College District (hereinafter "District") and the VVC Part Time Faculty United, American Federation of Teachers (AFL-CIO) Local 6286 (hereinafter "AFT").

WHEREAS, the bargaining representatives of the District and the AFT have met and negotiated in good faith to discuss class stacking.

Included in this MOU is a language defining class stacking of onsite classes, guidelines for class stacking and compensation for class stacking.

NOW THEREFORE, the District and the AFT have reached the following agreement:

1. Articles 9.4.1 and 9.4.2 shall be suspended for the term of this MOU.
2. Class stacking, as defined below shall be permissible for the term of this MOU.  
Class stacking: when the lecture or the lecture portion of two separate sections of the same course are scheduled at the same time, in the same room.
3. Class stacking is voluntary the district may not force any faculty member to stack classes.
4. No more than 2 sections of a course may be stacked together.
5. Class stacking may be requested by the district or by individual faculty at any time in the scheduling process prior to publication of the schedule on WebAdvisor.
6. Class stacking is limited to lecture classes only. When a lecture/lab course is stacked, faculty will receive additional compensation for the lecture portion of the class and all lab classes associated with the lecture will be compensated pursuant to the terms of agreement referenced in the table below.

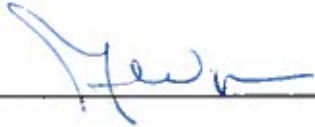
AFT Stacked Classes Compensation			
Number of Units Assigned	Enrollment Increased by: 39-69%	Enrollment Increased By: 70-99%	Enrollment Increased By: 100% and higher
Three (3) Units	\$294	\$581	\$888
Four (4) Units	\$392	\$788	\$1184
Five (5) Units	\$490	\$985	\$1480

The effective date of this agreement begins on June 1, 2017 and expires on August 1, 2019.

At the end of the term of this MOU:

- 1) The language in the MOU shall roll into the contract upon mutual agreement between the district and the association and the approval of the Board of Trustees, or

- 2) The district and the association will renegotiate class stacking language, or
- 3) The MOU will sunset and the original language in Articles 9.4.1 and 9.4.2 will be reactivated.

 Date 5/18/17

Roger Wagner  
President, Victor Valley College

 Date 5/18/17

Lynne Glickstein  
President, AFT Local 6286

## Memorandum of Understanding

### Migration to Canvas Course Management System

4/22/19

This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the Victor Valley Community College District (hereinafter "District") and AFT Part-Time Faculty United Local 6286 (hereinafter "Local 6286").

WHEREAS, the bargaining representatives of the District and the Association have met and negotiated in good faith to discuss migrating our Distance Education Course Management System from Blackboard to Canvas.

NOW THEREFORE, the District and the Local 6286 have reached the following agreement:

#### Maintenance of Learning Management System:

- 1) On or before May 1, 2019, the Victor Valley Community College District will sign a contract to establish the implementation of a migration to Canvas.
- 2) The District will continue to maintain and support both Blackboard and Canvas through the end of the 2019/2020 academic school year.
- 3) Beginning in September 30, 2019 (fall 2019) through August 15, 2020 (summer 2020) all courses will have accessible templates on both Blackboard and Canvas.
- 4) An onsite Canvas resource person will be available to assist faculty via individual appointments Monday-Friday during regular work place hours during the Canvas training and implementation transition.
- 5) Beginning fall 2019 Part-Time faculty with completed, migrated courses may start offering their course via Canvas.
- 6) Beginning with 2020-2021 academic school year, all courses must be migrated to Canvas.

#### Training Individual Faculty

- 1) The district will provide on-campus, hands-on (technical non-pedagogical) Canvas training during all sessions (summer, fall, and spring) beginning with spring 2019 through summer 2020. The number of faculty in each workshop will be limited to Canvas guidelines and training will be held in rooms with computer and internet access.

- 2) The District will pay for up to 18 hours of individual faculty training at each faculty member's current hourly rate.
- 3) Part-time Faculty who are currently teaching online or who have previously taught online at VVC and those who have completed the online teaching certification process will have priority for all Canvas Training workshops. If Part-time Faculty who are currently teaching online do not sign up for workshops by the posted deadline, non-certified Part-Time faculty who want to learn Canvas may fill available seats if College resources permit. (Canvas training is technical only, and it does not take the place of VVC DE Teaching Certification.)

Compensation for Course Migration:

- 1) Faculty will be paid \$1,500 for the first course converted from Blackboard to Canvas and \$500 for each additional course migrated.

This Memorandum of Understanding shall take effect May 30, 2019 and end on August 15, 2020. On or before its expiration, the District and the ATF Part-time Faculty may mutually agree to extend or re-negotiate the terms of the MOU, otherwise the MOU will sunset on August 15, 2020. *This MOU between the District and Local 6286 pertaining to the Migration to Canvas Course Management System replaces the previous MOU approved by the Victor Valley College Board of Trustees at their December 11, 2018 meeting.*

  
\_\_\_\_\_

Date

5-16-19

Daniel Walden  
President, Victor Valley College

  
\_\_\_\_\_

Date

5/16/19

April Allen  
President, Victor Valley College AFT

**Memorandum of Understanding**  
**Migration to Canvas Course Management System**  
**August 30, 2018**

This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the Victor Valley Community College District (hereinafter "District") and AFT Part-Time Faculty United Local 6286 (hereinafter "Local 6286").

WHEREAS, the bargaining representatives of the District and Local 6286 have met and negotiated in good faith to discuss migrating our Distance Education Course Management System from Blackboard to Canvas.

NOW THEREFORE, the District and Local 6286 have reached the following agreement:

1. Maintenance of Learning Management System:
  - a. On or before August 15, 2018, the Victor Valley Community College District will sign a contract to establish the implementation of a migration to Canvas.
  - b. The District will continue to maintain and support Blackboard and Canvas through the end of the 2019/20 academic school year.
  - c. Beginning on September 30, 2018 (fall 2018) through August 15, 2020 (summer 2020) all courses will have accessible templates on both Blackboard and Canvas.
  - d. An on-site Canvas resource person will be available to assist part-time faculty via individual appointments Monday-Friday during regular workplace hours during the Canvas training and implementation transition.
  - e. Beginning spring 2019 part-time faculty with completed, migrated course may start offering their course via Canvas.
  - f. Beginning with 2020/21 academic school year, all courses must be migrated to Canvas.
  
2. Training the Trainers:
  - a. The District, in consultation with the DEAC, will select 20 part-time faculty to complete Canvas training that will include: 2-day (14 hours) of on-campus, hands-on (technical non-pedagogical) Canvas training as well as two 90-minute and one 60-minute online Canvas Training sessions during the fall 2018 semester.
  - b. Part-time faculty who are teaching online or who have previously taught online at VVC and those who have completed the online teaching certification process will have priority for this assignment.
  - c. Trainers will agree to conduct 12 hours of part-time faculty training per semester (beginning in spring 2019 through summer 2020). Training will consist of 6, two-hour onsite workshops. Each workshop will be facilitated by two part-time faculty trainers.
  - d. Trainers will be paid at their current hourly rate for 18 hours of personal training (14 hours onsite and 4 hours online).
  - e. Trainers will be paid at their current hourly rate for conducting 12 hours of peer workshops each semester (beginning in spring 2019 through summer 2020).

3. Training Individual part-time faculty:

- a. The District will provide 2 day on-campus, hands-on (technical non-pedagogical) Canvas training during all sessions (summer, fall and spring) beginning with spring 2019 through summer 2020. The number of part-time faculty in each workshop will be limited to Canvas guidelines and training will be held in rooms with computer and internet access.
- b. Part-time faculty may also elect to complete training via onsite workshops held by VVC trainers.
- c. The District will pay for up to 18 hours of individual part-time faculty training at each part-time faculty member's current hourly rate.
- d. Part-time faculty who are currently teaching online or who have previously taught online at VVC and those who have completed the online teaching certification process will have priority for all Canvas Training Workshops. If part-time faculty do not sign up for workshops by the posted deadline, non-certified part-time faculty who want to learn Canvas and adjunct part-time faculty may fill available seats. (Canvas training is technical only, and it does not take the place of VVC DE Teaching Certification).

4. Compensation for Migration:

- a. Part-time faculty will be paid \$1,500 for the first course converted from Blackboard to Canvas and \$500 for each additional course migrated.

This Memorandum of Understanding shall take effect August 30, 2018 and end on August 15, 2020. On or before its expiration, the District and Local 6286 may mutually agree to extend or re-negotiate the terms of the MOU, otherwise the MOU will sunset on August 15, 2020.

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

Roger Wagner  
President, Victor Valley College

 \_\_\_\_\_ Date: 10/4/18

April Allen  
President, AFT Part-Time Faculty United Local 6286

June 11, 2019

RE: AFT Contract language for Professional Development funds

MOU dated February 19, 2019

The form used to request PT Faculty Professional Development Funds currently requires an approval signature from the Department Chair.

We agree that this approval should come from the Dean overseeing the faculty discipline.

Appeals will be handled by the Vice President presiding over that discipline.

District Representative



Date Signed

11 June 19

AFT Local 6286 Representative



Date Signed

6/11/19



**MEMORANDUM OF UNDERSTANDING BETWEEN  
VICTOR VALLEY COLLEGE AND  
PART TIME FACULTY UNITED – AFT LOCAL 6286**

**February 19, 2019**

In consideration for the important contributions part-time faculty make in the classroom in support of student learning, the District will budget \$25,000 each Fall and Spring semester from one-time Guided Pathways funds, beginning January 2019 and ending June 30, 2022, to provide stipends\* to part-time faculty for on-campus professional development opportunities offered by the College including All-College Day, department meetings, and other strategic initiatives (Guided Pathways, AB705, Student Success, etc.).

- The stipends\* will be paid as available to part-time faculty members who attend pre-approved, on campus professional development opportunities in support of student learning, effective teaching, and/or student success.
- Stipends are only available outside of contracted teaching assignments and not intended to supplement other paid opportunities. Payment will be processed through the Deans' offices by completing the appropriate application for approval in advance of attendance.
- Stipends will be paid based on length of meeting or professional development activity until funds are depleted each semester.
- Unused funds will roll over to following semesters, ending June 2022.

Length of Activity	*Stipend amount	Funds (example)
0-2 (hours)	\$50	100= \$ 5,000
3- 4 (hours)	\$100	100= \$10,000
5- 8 (hours)	\$200	50= \$10,000

District Representative(s)

*K. Knipfelen*  
*Mr. Eidel*  
 \_\_\_\_\_

Date Signed

*19 Feb 2019*  
*Feb. 19, 2019*  
 \_\_\_\_\_

AFT Local 6286 Representative(s)

*April L. Allen*  
*Cheryl L. Edmore*  
*Dorothy M. Dennis*  
 \_\_\_\_\_

Date Signed

*2/19/19*  
*2/19/19*  
*2/19/19*  
 \_\_\_\_\_

APPLICATION FOR PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FUNDS

Name \_\_\_\_\_ Phone/Ext. \_\_\_\_\_ Date \_\_\_\_\_  
Last First

Department: \_\_\_\_\_

Professional Development Request (*Check one*):

- All College Day
- Department Meeting
- Other Meeting \_\_\_\_\_
- Workshop: (name) \_\_\_\_\_
- Committee: (name) \_\_\_\_\_
- Other: \_\_\_\_\_

Stipend Amount Requested (*Check one*):

- \$50 0-2 hours
- \$100 3-4 hours
- \$200 5-8 hours
- Workshop: (name) \_\_\_\_\_
- Committee: (name) \_\_\_\_\_

PLEASE PROVIDE A BRIEF EXPLANATION OF WHY YOU WISH TO ATTEND THIS MEETING/TRAINING:

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ *Recommend* \_\_\_\_\_ *Not Recommended*

*Rationale* \_\_\_\_\_

Appeal to Dean for non-recommendations ONLY: Date appeal submitted \_\_\_\_\_

Dean response to appeal: \_\_\_\_\_

*Confirm fund availability*

Signature of Budget Account Manager \_\_\_\_\_ Date \_\_\_\_\_

Budget Account #: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
Extension of "Class Stacking" MOU**

**Effective: August 2, 2019**

This Memorandum of Understanding is entered into by and between the Victor Valley Community College District (hereinafter "District") and the VVC Part Time Faculty United, American Federation of Teachers (AFL-CIO) Local 6286 (hereinafter "AFT").

WHEREAS, the bargaining representatives of the District and the AFT have met and negotiated in good faith to discuss the extension of the "Class Stacking" MOU effective June 1, 2017 to August 1, 2019, signed by Superintendent/President Roger Wagner and AFT President Lynn Glickstein. (Attached)

Included in this MOU are the effective dates and reasoning for the extension.

NOW THEREFORE, the District and the AFT have reached the following agreement:

1. The "Class Stacking" memo expired before the beginning of the Fall 2019 semester, however after Part-Time Faculty teaching assignments had been made.
2. There were several AFT members assigned stacked classes with the understanding that the MOU was still in effect.
3. The District and AFT did not have the opportunity to meet and negotiate prior to the expiration of the MOU.
4. The District and AFT have agreed to an extension of the terms and all the practices that have arisen from the MOU, effective August 2, 2019 and expiring on June 30, 2020.

  
\_\_\_\_\_  
Date: 10/8/19  
Dr. Daniel Walden  
Superintendent/President, Victor Valley College

  
\_\_\_\_\_  
Date: 10/3/19  
April Allen  
President, AFT Local 6286

Memorandum of Understanding

Class Stacking ~~DRAFT~~ (w) 4/19/17

April 8, 2017

This Memorandum of Understanding is entered into by and between the Victor Valley Community College District (hereinafter "District") and the VVC Part Time Faculty United, American Federation of Teachers (AFL-CIO) Local 6286 (hereinafter "AFT").

WHEREAS, the bargaining representatives of the District and the AFT have met and negotiated in good faith to discuss class stacking.

Included in this MOU is a language defining class stacking of onsite classes, guidelines for class stacking and compensation for class stacking.

NOW THEREFORE, the District and the AFT have reached the following agreement:

1. Articles 9.4.1 and 9.4.2 shall be suspended for the term of this MOU.
2. Class stacking, as defined below shall be permissible for the term of this MOU.  
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3. Class stacking is voluntary the district may not force any faculty member to stack classes.
4. No more than 2 sections of a course may be stacked together.
5. Class stacking may be requested by the district or by individual faculty at any time in the scheduling process prior to publication of the schedule on WebAdvisor.
6. Class stacking is limited to lecture classes only. When a lecture/lab course is stacked, faculty will receive additional compensation for the lecture portion of the class and all lab classes associated with the lecture will be compensated pursuant to the terms of agreement referenced in the table below.

AFT Stacked Classes Compensation			
Number of Units Assigned	Enrollment Increased by: 39-69%	Enrollment Increased By: 70-99%	Enrollment Increased By: 100% and higher
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Four (4) Units	\$392	\$788	\$1184
Five (5) Units	\$490	\$985	\$1480

The effective date of this agreement begins on June 1, 2017 and expires on August 1, 2019.

At the end of the term of this MOU:

- 1) The language in the MOU shall roll into the contract upon mutual agreement between the district and the association and the approval of the Board of Trustees, or

- 2) The district and the association will renegotiate class stacking language, or
- 3) The MOU will sunset and the original language in Articles 9.4.1 and 9.4.2 will be reactivated.

  
\_\_\_\_\_ Date 5/18/17

Roger Wagner

President, Victor Valley College

  
\_\_\_\_\_ Date 5/18/17

Lynne Glickstein

President, AFT Local 6286

**MEMORANDUM OF UNDERSTANDING**  
**General Atomics: Mileage Reimbursement**

**Effective: September 23, 2019**

This Memorandum of Understanding is entered into by and between the Victor Valley Community College District (hereinafter "District") and the VVC Part Time Faculty United, American Federation of Teachers (AFL-CIO) Local 6286 (hereinafter "AFT").

WHEREAS, the bargaining representatives of the District and the AFT have met and negotiated in good faith to discuss mileage reimbursement for Part-Time Faculty teaching Contract Education classes under grant # 18-191-009.


Included in this MOU is an explanation of the special circumstances surrounding this set of classes, the considerations being made as an exception to District policy regarding mileage reimbursement, and the term and amount of compensation for any and all mileage reimbursement surrounding the General Atomics teaching contract on El Mirage Rd.

NOW THEREFORE, the District and the AFT have reached the following agreement:

1. It is understood that the District has written policy that disallows mileage reimbursement from home to place of work.
2. It is also understood that as of the time of the teaching assignment, the instructors accepted the assignments at the Southern California Logistics Airport, 18374 Phantom W, Victorville, CA 92394.
3. After the instructors accepted the teaching assignment, it was discovered that the original location cited for the classes (Southern California Logistics Airport), would not be completed in time for instruction to occur there, and instead the instruction site had to be relocated to General Atomics, 73 El Mirage Rd., El Mirage, CA 92301.
4. The District recognizes that this location change places an undue fiscal burden on the instructors that accepted the assignments at the Southern California Logistics Airport, and that it significantly changes their working conditions post assignment acceptance.
5. The District agrees to provide any instructors assigned to teach the General Atomics Contract Ed classes, mileage reimbursement from Southern California Logistics Airport, 18374 Phantom W, Victorville, CA 92394 to General Atomics, 73 El Mirage Rd., El Mirage, CA 92301, and back again for a total of 33.8 miles per day of instruction for the 16 days of the class duration at the standard reimbursement rate currently used by VVC Fiscal offices. The funds for this reimbursement will be paid from Strong Workforce Program IEDRC P12 R4 LAUNCH Inland Empire Apprenticeship and Work-Based Learning Network. Instructors must submit a reimbursement form as needed.
6. It is understood that this reimbursement is allowed due to the special circumstances of this particular class assignment and in no way represents a general departure from District Policy and Procedure, nor an intent to make allowances for travel reimbursement from home to

work locations in the future. This allowance is not generally applicable and will not in any way constitute a standard practice.

The effective date of this agreement begins on September 23, 2019 and expires on December 31, 2020, or until the Southern California Logistics Airport is used for instruction under this grant. This MOU will be used for any and all contract education General Atomics teaching assignments that take place at the El Mirage location between the listed dates.

  
\_\_\_\_\_  
Date: 10/14/19  
Dr. Daniel Walden  
Superintendent/President, Victor Valley College

  
\_\_\_\_\_  
Date: 10/15/19  
April Allen  
President, AFT Local 6286