

## YCCD/YFA Negotiation Proposals – February 23, 2018

1. Article 6– Evaluation
2. Article 7 – Part-Time Faculty
  - a. The District and YFA will convene a working group to study office hours for part-time faculty and explore state funding source
  - b. Part-time faculty reemployment rights and procedure as discussed
  - c. Mileage reimbursement language (reference to Ed Code 87032)
  - d. District shall provide part-time faculty the opportunity to purchase the same life insurance policy as available to full-time faculty.
3. Article 4 – Workload
  - a. Added language regarding assessment “participation in outcomes assessment and analysis, individually and/or in groups. “ to Articles 4.1.3
  - b. Article 4.7 - Class Size Balancing
  - c. Article 4.9 - Class Size (language attached)
  - d. Article 4.10 - Large Class Accommodations
  - e. Article 4.11 - Coaches (language attached)
4. Article 14 Compensation
  - a. Salary: A 2% on schedule salary increase effective the first of the month following ratification and approval by the Board.
  - b. Effective July 1, 2018 a 4% increase applied to Restructure Full-time Salary Schedule. Key tenets:
    - i. On the salary schedule, Column IV is the highest non-doctorate column and serves as the base for all remaining cells as below.
    - ii. Compress to 25 steps
    - iii. Apply 4% increase to steps 3 and 13 to be labeled as Steps A and K respectively, and 4% to step 32 to be labeled as Step Y.
    - iv. Constant increases from Step A through K and K through Y.
    - v. 4% increase to doctoral stipend, added to Column IV to become Column V.
    - vi. Columns I, II, and III set at 88%, 92% and 96% of Column IV as currently with Columns I and II maximum at Step L.
  - c. Effective July 1, 2018 Restructure Adjunct/Overload Instructional Salary Schedule. Key tenets:
    - i. Compressed from 10 steps fall and spring and 13 steps in summer down to 11 steps total.
    - ii. Immediate extension of fall/spring adjunct/overload instructional pay through new step K
    - iii. Slight increase in “parity”: Previously, if an adjunct faculty member worked 525 hours (s)he would earn 49.8% of the annual salary of the same step and column. Increase this parity to 50%. (In practice, moving from dividing annual salary by 1055 to dividing by 1050.)
    - iv. Increase compensation for each course to correspond to the hours of lecture and laboratory on the course outline of record.

- d. Project-based work by a faculty member may be paid by a stipend and is not considered hourly work. Project-based stipends are characterized by the faculty member using his/her professional expertise to complete a project with specified deliverables for a pre-determined stipend amount. Examples include conducting special projects, completing grant requirements, or leading an initiative. When it is necessary to record the hours involved in a stipend for purposes of meeting the requirements of the Affordable Care Act or similar, the stipend will be divided by a standard dollar amount of \$50 per hour for recordkeeping purposes only.
  - e. Benefits
    - i. Beginning October 1, 2017, YCCD shall pay up to \$1,478 per month for medical benefits. Retroactive payment of faculty out-of-pocket benefits cost differential for period of October 1, 2017 through implementation of the agreement. (e.g. pay back \$58 difference between previous maximum and new \$1478 maximum for October 2017 and subsequent months, depending on implementation date)
    - ii. Beginning October 1, 2018 through September 30, 2019, YCCD shall continue to provide two fully-paid options provided that the cost is \$1,600 or less. Medical benefits shall be renegotiated beginning in Spring of 2019 for the plan year starting October 1, 2019.
    - iii. Fully paid dental and vision benefits will continue to be provided by the District through September 30, 2019.
5. Repair Reopener Article 31
- a. Remove outdated information (e.g. 2012)
    - i. Change Article 31.1 to read “June 30, 2018”
    - ii. Strike Article 31.2
  - b. District reopener will include Article 4 for additional work, including non-instructional workload.
6. Article 38 – Eliminate because it became Article 7 instead and renumber Articles 39 & 40 to be 38 & 39. Seek and repair all other references to 39 & 40.
7. Appendix B - Workload
- a. The base load for each full-time instructional faculty member will be 15 equated hours for all credit courses, effective Fall 2018.
  - b. **Equated Hours.** Hours of lecture and laboratory, scheduled as either full-term or short-term courses, count toward the 15 equated hours differently. Laboratory hours are credited as 75% of lecture hours.
    - i. 1 weekly hour of lecture = 6.67% load.

**Example:** A typical 3-unit lecture is 3/15 or 20% of a fulltime faculty load. A faculty member teaching all lecture will teach 15 units of lecture,

or 15 weekly hours in a traditional schedule, to achieve 100% load.

1 weekly hour of laboratory = 75% x 6.67% lecture load = 5% lab load.

**Example:** A typical 1-unit laboratory meets 3 hours per week in a traditional schedule. Applying the 75% laboratory factor, the load is 75% x 3/15 or 15% of a fulltime faculty load. This is effectively 3/20 of a load. A faculty member teaching all laboratory will teach 20 weekly hours in a traditional schedule to achieve 100% load.

ii. The faculty member's total teaching load can be calculated as:

$$\text{Total Teaching Load} = \frac{\text{Weekly Lecture Hours}}{15} + \frac{\text{Weekly Lab Hours}}{20}$$

- c. The workload for Work Experience and Independent Study is prorated based upon past practice of 5% load per 8 students supervised, or 0.625% load per student.
- d. To promote equity in compensation between instructional and non-instructional faculty members for reassignments, if reassigned time for a non-instructional faculty member results in an overload, it shall be compensated comparable to that for an instructional faculty member with an instructional load. **Illustrative example:** A 10% reassignment for an instructional faculty resulting in 10% overload results in payment for 26.25 hours at the instructional rate. A 10% reassignment for a non-instructional faculty member resulting in a 10% overload would be compensated as a stipend for 26.25 hours at the instructional rate. If these two faculty members are at the same step and column, their payments for this same 10% reassignment will be identical.
8. Term  
July 1, 2017 through June 30, 2019

## 4.9 CLASS CAPACITY

This article is designed to reduce the overall number of class capacities considered standard and to enhance the consistency between the colleges regarding class capacities.

4.9.1 **Minimum Class Size Guidelines.** Each college shall develop a set of “Guidelines for Minimum Enrollment,” delineating the minimum expected class size based on factors appropriate to the institution. Guidelines will be developed in consultation with the YFA and posted on the college website in an appropriate location.

4.9.2 **Initial Class Capacities.** Effective upon ratification and approval by the Board and implemented effective Fall 2018, class capacities will be set by the District in a manner which honors the pedagogy of individual disciplines, promotes a safe classroom environment, and encourages fiscal sustainability.

4.9.3 **Class Capacities.** The five standard class capacities shall be 45, 40, 35, 30, and 25 students. Exceptions to these standards shall be granted when the facility in which the class is scheduled holds fewer than the accepted standard number of students. If a larger facility becomes available, the class standards are applicable.

The class capacities may be revisited by the Class Capacity Committee provided the course has been offered for at least four semesters at the determined size, not including summer sessions.

4.9.4 **Review of Standard Class Capacities.** This process is designed to ensure consistent class capacities across the district, resulting in comparable courses at both institutions having the same class capacity where possible.

4.9.4.1 The **Class Capacity Committee** shall be formed to revisit the standard class capacities after the course has been offered for at least four semesters at the determined size, not including summer sessions. The committee shall consist of the following representatives from each college for a total of eight members: the Vice President of Instruction, an academic dean, a representative of the Academic Senate, and a representative of the YFA. The Committee shall convene and conduct reviews on a timely basis and make every attempt to reach consensus. If a majority decision cannot be reached, the decision may be submitted to binding arbitration.

4.9.4.2 **YCCD Class Capacity Determination Form.** The Class Capacity Committee shall convene in Fall 2018 to develop the YCCD Class Capacity Determination Form. The form shall be designed to work with either a single course or groups of similar courses. The form shall include provision for rationale including safety, effective pedagogy, external

mandates, and other relevant criteria. The form shall permit the requesting faculty to describe how the courses align with previously-established class capacities.

4.9.4.3 **Existing courses.** Faculty members from both colleges shall jointly prepare and submit a YCCD Class Capacity Determination Form. If comparable courses are not taught at both colleges, the individual college's faculty shall prepare the form. The form shall denote all classes of the particular type across both colleges and request a consistent class capacity to be established.

4.9.4.4 **New courses.** Faculty proposing a new course shall confer with colleagues at the other college and jointly, if applicable, prepare and submit a YCCD Class Capacity Determination Form. The Class Capacity Committee shall convene in a timely manner and consider the request. The Curriculum Committee shall not act to approve the new course until the Class Capacity Committee has issued its recommendation.

4.9.4.5 **Rubric of Criteria.** A rubric of criteria used in establishing class capacities shall be prepared by the Class Capacity Committee and maintained by the District.

#### **4.11 WORKLOAD FOR ATHLETICS, PHYSICAL, RECREATION, AND HEALTH EDUCATION**

For purposes of workload calculations, coaching and physical activity courses are considered laboratory instruction.