

Memorandum of Understanding

This Memorandum of Understanding is entered into between the Imperial Community College District (District) and the Imperial Valley College Chapter of the Community College Association/California Teachers Association/National Education Association (Association).

WHEREAS, the District and the Association negotiated an agreement regarding Flex days for academic year 2011-2012; and

WHEREAS, the Association presented a demand to bargain the issues on August 11, 2011, since no adjustment to the instructional minutes had been made to compensate for the addition of the two flex days, as had been agreed by both parties; and

WHEREAS, the District presented a packet of documentation related to the calculation of the flex days following a discussion with a representative from the State Chancellor's Office. The parties met and negotiated this matter on August 16, 2011, and on September 27, 2011.

NOW, THEREFORE, it is agreed as follows:

1. The Flex calendar will include twelve (12) hours of mandatory FLEX activities for all unit members. Flex activities may be met through either attendance during FLEX Day activities or through individual projects as determined by the FLEX Committee. All activities shall be completed by the end of the workday on June 22, 2012. Failure to complete the required twelve (12) hours of FLEX activities will result in a commensurate deduction in faculty sick leave or personal leave. A minimum of three (3) hours of activities shall be completed between June 1, 2012, and June 22, 2012, to meet the requirements for the 11-month pay period.
2. For Spring 2012 only, Section 15.4 of the contract shall be amended to read as follows:

15.4 Office Hours

Members of the unit who are teaching faculty are required to establish three (3) ~~four (4)~~ hours per week, where each hour consists of sixty (60) minutes, that shall be set aside as scheduled, maintained, office hours at which times the instructor is available to students for consultation. The office hours shall be no less than three (3) ~~four (4)~~ days per week during the Spring 2012 semester ~~fall and spring semesters~~ and no less than 30 minutes.

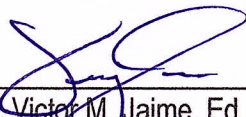
The unit member should establish office hours no later than the start of the second week of instruction during the Spring 2012 semester ~~fall and spring semesters~~. A copy of the teaching faculty member's schedule, including course times and locations and office hours should be posted on or near his/her office door. In addition, a copy of the schedule should be forwarded to the appropriate Dean or Department Chairperson, and to the office of the Vice President for Academic Services.

In the event it is necessary to make long-term or permanent changes in scheduled office hours at any time during the semester, the instructor shall make corrections on the posted schedule and notify in writing the appropriate Department Chairperson, Dean and the Vice President for Academic Services. The instructor shall post temporary changes of short duration on the posted schedule, and the division secretary shall be notified.

3. This agreement shall become effective upon ratification by the Association membership and the District Board of Trustees, and shall continue in effect up to and including June 30, 2012.

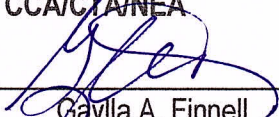
Executed this 11th day of October, 2011, at Imperial, California.

IMPERIAL COMMUNITY COLLEGE DISTRICT

By 

Victor M. Jaime, Ed.D
Superintendent/President

**IMPERIAL VALLEY COLLEGE CHAPTER
OF CCA/CTA/NEA**

By 

Gaylla A. Finnell
IVC CCA/CTA/NEA President