

Approved by the Harper College Board of Trustees on January 15, 2009

Consent Agenda  
Exhibit IX.A-7  
January 15, 2009

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Memorandum of Understanding regarding interpretation of Article 9.12 of the teaching adjunct faculty.

II. REASON FOR CONSIDERATION

The Harper College Adjunct Faculty Association negotiated a contract that provides \$20,000 per fiscal years 08 and 09 and \$25,000 per fiscal year for the remaining years of the contract (2011-12). The professional development funds are only available to unit eligible teaching adjunct faculty for a total individual face-value of up to \$320 per person. The funds are available during semesters that adjuncts are teaching on a first-come basis until the total amount for any given year is exhausted.

Over the past year the teaching adjunct faculty union has filed several grievances over the interpretation and implementation of Article 9.12 by the Administration. In an effort to reach understanding and closure regarding professional development funds, at the request of the President and the Vice President of Academic Affairs a joint committee of three administrators and three teaching adjunct faculty met and conferred during the Fall 2008 semester. The conference team was successful in reaching a common understanding for Article 9.12 that is acceptable to the Administration. That understanding has been captured in the attached Memorandum of Understanding. Both sides agree to the interpretations and processes delineated in the memorandum. Both sides believe future grievances on Article 9.12 will be infrequent if at all.

III. RECOMMENDATION

The Administration recommends that the Board of Trustees accept the Memorandum of Understanding as written.

## Terms of Adjunct Professional Development Provision

1. The Dean and Academic Vice President must pre-approve that any requested expenditure is either discipline specific or will improve teaching. Discipline specific means the discipline that an adjunct is hired to teach at Harper. "Improve teaching" means improving teaching at Harper.
2. No purchases will be reimbursed if the proof of purchase is dated before the pre-approval is obtained.
3. Professional Development items that are eligible for pre approval include:
  - a. Books (no instructional materials)
    - i. Instructional materials will not be considered professional development, but will be provided by the division offices. The Dean does request that the materials be returned if not fully consumed. The Dean will determine if the book is fully consumed.
  - b. Professional travel
  - c. Tuition and Fees for Workshops, Seminars and College Credit courses
  - d. Conferences
  - e. Professional Journals
  - f. Memberships in professional organizations, may include online access to journals with membership

The College does not reimburse any employee group for any digital hardware (cameras, computers, iPods, etc) or software.

### 4. Individual Dollar Limits

The Vice President of Academic Affairs will not be tracking the dollar value of preapprovals or final submissions. This will be done in the accounting office. The maximum that will be paid out to any individual adjunct will be a total of \$320 for the year or whatever is the current contract amount. The reimbursement requests can be made in one submission or multiple submissions. Whenever the \$320 is reached, no more reimbursement will be given to that adjunct even if there is preapproval and supporting documentation.

### 5. Unit dollar Limits

The dollar amount and percentage available in the pool will be posted on the website three (3) business days after any given payroll. When the amount paid out has reached 95% of total in the contract, no more preapprovals will be made. (This percentage will be reviewed and

changed on a yearly basis.) The objective is to get as close to the contract amount as possible. All preapprovals given prior to that date will be honored if proper substantiating documents are submitted by the due date. If the total amount awarded to the unit in a fiscal year is more than the contract amount, it will be deducted from the total unit allocation for the next year. If the agreed upon percentage is reached and preapprovals are cut off and the total expenditures for the year do not reach the contract total because preapprovals were cut off, then the amount under spent will be added to the total unit allocation for the next year. This entire provision (number 5) needs to be reviewed prior to the next contract negotiation to evaluate its effectiveness for both parties.

6. The awarding of professional development expense is done on a semester by semester basis. The preapproval, materials and or the activity, and the actual expenditure of the dollars must be completed by the end of finals week that the adjunct is teaching. Submission for reimbursement must occur before the published dates of Feb 10 for the Fall semester and June 10 for the spring semester. If an adjunct teaches both Fall and Spring semesters they can submit for each semester independently, if they have not reached their yearly limit. They may also submit for preapproval and reimbursement more than once per semester.

7. Direct deposit to a bank account is the method for reimbursement.