

## Imperial Valley College CCA/CTA/NEA

Advocating for Community College Faculty

## **Imperial Valley College**

P.O. Box 158 Imperial, CA 92251 760-352-8320

December 6, 2011

Board of Trustees Imperial Community College District Dr. Victor Jaime, Interim Superintendent/President P.O. Box 158 Imperial, CA 92251

Dear Trustees and Dr. Jaime:

Please accept this letter as our official intent to open contract negotiations for the 2012-13 fiscal year. We intend to open negotiations as soon as legally possible following the Board of Trustees meeting on December 14, 2011. We will be negotiating the entire contract between the District and the Association.

Negotiations are anticipated to include, but not be limited to, specific discussions on the following topics:

## **Article 2: Association Rights**

- Article 2.7 <u>Distribution of Agreement</u> Increase number of copies of the CBA (contract) for the association.
- Article 2.8 <u>Dues Deductions</u>

  Revise section to include contract language for agency fee payers.

#### **Article 6: Leaves**

- 6.1.2.3 Winter Intersession and Summer Sick Leave
  Revise section to comply with current laws and regulations.
- 6.1.4 <u>Use of Sick Leave</u>

  Revise section to include unit member notification of absence by email.
- 6.1.4.1 <u>Traditionally Delivered Classes</u>

  Review section to verify correct statement of Department Chair duties in the obtainment of substitute instructors.

## 6.2 Extended Sick Leave

Review section to verify compliance with current laws and regulations.

## 6.3 <u>Bereavement Leave – Out-of-State Travel</u>

Revise section to include extended bereavement leave for in-state travel.

## 6.6 <u>Jury Duty or Witness Leave</u>

Revise section to apply to unit members employed at any time during the college year, including winter intersession and summer session.

#### 6.7 Sabbatical Leave

Revise section to more clearly define the requirements of the written report and/or transcripts which are submitted upon the return from sabbatical leave.

#### 6.12 Staff Development Conference Leave

Review section to verify correct statement of Department Chair duties in the request of staff development conference leave.

## 6.13 Catastrophic Leave Program

Review section to verify compliance with current laws and regulations.

## **Article 7: Safety**

#### 7.2 Emergency Procedures

Revise section pertaining to communication of emergency procedures.

## **Article 8: Transfer and Reassignment**

#### 8.1 Definitions

Revise section to clearly define "reclassification."

#### 8.2 General

Revise section to include temporary unit members.

#### 8.6 Reclassifications

Review section to verify correct statement of Department Chair duties in the initiation of reclassifications. Review section to verify correct statement of procedure for approval of reclassifications. Review section to verify the rights of incumbents.

## **Article 10: Evaluation of Faculty Members**

Discuss contract language throughout Article 10 as appropriate, but specifically:

## 10.7 <u>Evaluation of Faculty Teaching Online Courses</u>

Revise section to require evaluation by qualified online-experienced peers.

## **Article 11: Tenure Review**

Changes to timing and frequency of observations and evaluation cycle based on 16week semester calendar and administrative organizational changes.

## **Article 12: Grievance Procedure**

## 12.3.3 Timeliness

Change title of section to "Time Limits"

## 12.3.5 Grievant Release Time

Revise section to apply to all unit members.

## **Article 13: Professional Responsibilities and Discipline**

Negotiate issues of workplace civility and conduct. Revise article to include notice to Association throughout the disciplinary process.

## 13.2.2 Informal Discipline

Review section to verify correct statement of Department Chair duties in the informal discipline process.

## 13.2.3 Formal Disciplinary Procedure

Review section to verify administrative procedure through vice presidents. Revise section to define "unprofessional or unacceptable" behavior as defined in section 13.2.1.

#### 13.2.3.1 Level One – Verbal Warning

Review section to verify administrative procedure through vice presidents. Revise section to include written notification to the Association of satisfactory correction.

## 13.2.3.2 <u>Level Two – Written Notice of Unprofessional Conduct or</u>

Unsatisfactory Performance

Review timelines and compliance with current laws and regulations.

## 13.2.3.3 <u>Level Three – Suspension with or without Pay</u>

Review timelines and compliance with current laws and regulations.

#### 13.2.3.4.2 Procedural Termination

Revise section to require notice to the Association with timelines.

## **Article 14: Contract Year, Calendar and Pay Warrants**

Discuss contract language throughout Article 14 as appropriate, but specifically:

#### 14.1 Contract Year

Negotiate 11-month contract.

#### 14.2 Pay Warrants

Negotiate 11-month contract.

#### 14.3 Calendar

Negotiate calendar for 2013-14.

## **Article 15: Workload**

Discuss contract language throughout Article 15 as appropriate, but specifically:

#### 15.5 Committee Assignments

Review section, including duty of Office of the Superintendent/President to provide unit members with list of current committees and membership.

#### 15.12 Overload

Revise section to provide FT faculty with first choice for all overload, prior to selection by PT faculty.

#### 15.13 Winter Intersession and Summer Session

Revise section to include office hours and class preparation.

# New Section: Assignment of Faculty for New Online Courses Due to Course Eliminations

Negotiate new contract language. This issue has come to light due to the elimination of online courses in the English Department, which are being replaced by new online courses. We need to negotiate the process for faculty assignments for the new online courses.

## **Article 16: Pre-Retirement Workload Reduction**

16(8): Change to "true" pro rata share.

## **Article 17: Compensation**

Negotiate contract language throughout Article 17 as appropriate, but specifically:

#### 17.1 Salary Schedules

Modify and increase salary schedules.

## 17.2.2.2 Course Requirements

Change reference to the "Western Association of Schools and Colleges" to "regional associations."

#### 17.7 Administering Examination for Credit

Develop form for processing of compensation request.

## 17.9 English Essay Reading

Review to determine if section is still needed.

#### 17.11 Pro-Rata Pay for Partial Service

Change references to "pro rata" to "true pro rata."

## 17.10 Off-Contract Committee Work or Other Assignments

Revise to include compensation for service on Hiring Committees.

## 17.14.1 <u>Distance Education Course Development</u>

Negotiate issues of reassigned time with regard to course development.

## 17.16.1 <u>Student Services Project Directors, Coordinators and Lead Counselors</u> Review positions defined by the section.

#### **Article 18: Health and Welfare Benefits**

- 18 Negotiate an increase in the annual dental coverage.
- 18.2 Retired Unit Members

Revise paragraph two wording to include all unit members.

## **Article 19: Layoffs**

19.4 Effects

Negotiate time period for the right to buy into the District's health and welfare insurance program.

## **Article 21: Miscellaneous**

- 21.6 <u>Intellectual property Rights for Online or Distance Education Content</u> Review section.
- 21.8 Complaint Procedure

Revise section to designate correct title of Administrative Dean for Human Resources.

New Section:

21.10 Early Retirement Incentives

Negotiate early retirement incentives.

## **Article 22: Affect and Terms of Agreement**

Negotiate the length of the agreement.

The negotiators for the Association are Frances Beope (Lead), Mary Lofgren, Eric Jacobson, Edward Wells (alternate), and Marianne Reynolds, CTA regional representative. Please communicate with me and Frances Beope regarding all issues pertaining to negotiations.

Respectfully submitted,

Gaylla A. Finnell
IVC CCA/CTA/NEA President