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**PROPOSAL  
FROM THE CERRITOS COMMUNITY COLLEGE DISTRICT  
TO THE CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215**

**April 5, 2024**

This proposal from the Cerritos Community College District to the Cerritos College Faculty Federation, AFT Local 6215 (“CCFF”) is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement between the parties. The following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 11:  
DEPARTMENT CHAIRS**

11.1 Department Chairs

Duties and Responsibilities: The department chair (including multiple discipline and interdisciplinary chairs) shall provide leadership to the department and shall assist the dean or responsible administrator in a non-managerial capacity.

Chair reassigned time and stipends indicated in section 11.2 are granted so that the department chair will be able to fulfill the chair’s leadership responsibilities and perform the college’s operational duties in a timely manner. The responsibilities and duties include:

a. Scheduling

- i. Provide primary input into classroom and non- classroom scheduling and assignments in response to District guidelines and parameters.
- ii. Review and make corrections to preliminary drafts of the class schedule and catalog.

b. Staffing

- i. Identify Faculty staffing needs to Dean/Area Manager and assist with recruitment.
- ii. Participate in interviews and recommend Faculty for hire.
- iii. Orient new Faculty to the department and program.
- iv. Coordinate discipline equivalencies.

c. Planning

- i. Work with department members to complete program review.
- ii. Make recommendations for full-time Faculty additions.
- iii. Make recommendations for program expansion and modification.
- iv. Coordinate the review, modification, additions, and deletions to department curriculum.
- v. Coordinate departmental assessment of outcomes related to college

57 accreditation.

58  
59 vi. Assist the Dean/Area Manager in other planning activities as needed.

60  
61 d. Budget

62  
63 i. Provide input to Dean/Area Manager for annual budget and other  
64 expenditure requests to relevant college funds.

65  
66 ii. Work with Deans/Area Manager and division Faculty and staff to efficiently  
67 utilize authorized departmental funds and monitor departmental  
68 expenditures throughout the fiscal year.

69  
70 e. Divisional Relations

71  
72 i. Attend standing Department Chair meetings and meet with Dean/Area  
73 Manager and Vice President as needed.

74  
75 ii. Act as liaison between Faculty and Administration.

76  
77 iii. Where appropriate, represent the department to the community.

78  
79 iv. Where appropriate, assist and collaborate to maintain external program  
80 accreditation or approval.

81  
82 v. Provide program expertise and information to the Board of Trustees as  
83 requested. Attend advisory committee and consortium committee meetings  
84 as needed.

85  
86 11.2 Compensation: The below table is used to configure department chair remuneration  
87 based on FTEF. Should a department chair position become vacant for any reason  
88 during a semester or session, the remuneration shall be prorated.

89  
90 a. Baseline FTEF Compensation: Each department chair shall be given a baseline  
91 compensation per the following table:

Chair Baseline	FTEF	Compensation*
Full time equivalent faculty in the department over the prior spring semester	Reassigned time for Department chairs per semester	10-month faculty Summer stipend to be paid at the end of summer
Less than 1 FTEF	10%	\$600
1 and up to 10	20%	\$1200
More than 10 and up to 15	30%	\$1800
More than 15 and up to 35	40%	\$2275
More than 35	70%	\$2750

92 **\*Effective July 1, 2021**

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94  
95 Exceptions to the maximum 40% overload for Department Chairs may be  
96 managed by modifying Faculty annual load distribution in the fall and the spring  
97 term to ensure the average over both semesters is no greater than 140%.  
98 These exceptions may change based on enrollment and District needs. As with  
99 all overload assignments, chairs' overload is based on availability. On an

100 annual basis, exceptions are to be requested to the appropriate Dean/Area  
101 Manager and approved by the Vice President of Academic Affairs (*or*  
102 *appropriate Vice President*). If approval is granted, Department Chairs shall be  
103 paid on an hourly basis.

104  
105 11.3 Eligibility, Single and Multi-Discipline Elections, Resignation and Removal

- 106  
107 a. Department Chairs shall be elected from the tenured full- time Faculty of the  
108 department for a term of three (3) years.
- 109  
110 b. Eligibility: Except as provided in the next paragraph, to qualify as a candidate  
111 for department chair a Faculty member must be full-time and must be assigned  
112 50% or greater within the department at the time the office is assumed. If a  
113 Faculty member is not assigned to that department at the time of the election  
114 but will be assigned to that department on the date the term begins, they are  
115 eligible to be a candidate for the receiving department but is ineligible to be a  
116 candidate for the sending department. In rare instances at the discretion of the  
117 Vice President of Academic Affairs (*or appropriate Vice President*), non-  
118 tenured full-time Faculty may be considered eligible. Faculty planning  
119 sabbatical or leave of absence during the proposed term are ineligible. Overload  
120 assignment shall not be considered when determining eligibility.
- 121  
122 c. Single Discipline Election: The method of voting shall be determined by a  
123 majority vote of the members of the department.
- 124  
125 i. If no voting method can be determined, voting shall be by written, secret  
126 ballot (written proxy votes are accepted). All ballots shall list the names of  
127 the candidates in lottery order, and shall provide a space for a “write-in”  
128 candidate. If requested by a Faculty member of the department, tabulation  
129 shall be presided over by an officer of CCFE and the area dean.
- 130  
131 ii. Former members of a department currently serving in an administrative  
132 position are not eligible to vote in these elections, nor may they become  
133 candidates unless they relinquish their administrative positions, return to  
134 Faculty status, and resume membership in the department. An individual on  
135 a leave of absence or sabbatical may be a candidate for department chair,  
136 but only if they are scheduled to return from the leave in time to assume the  
137 duties at the beginning of the term.
- 138  
139 iii. All full-time Faculty members assigned to a department shall have the right  
140 to vote. The presiding department chair or program director is considered a  
141 voting member.
- 142  
143 iv. To be elected, a candidate must receive a majority (more than 50%) of the  
144 votes cast.
- 145  
146 v. If no candidate receives more than 50% of the vote, a runoff election will be  
147 held between the two candidates that received the most votes. In the event  
148 that the two final candidates tie, and the tie cannot be broken, selection shall  
149 be determined by lot at the election.
- 150  
151 vi. Departments may limit the consecutive number of terms a chair can serve  
152 as determined by a majority of the voting members in the department.
- 153  
154 vii. If the department is unable or refuses to elect a chair, the Dean/Area

155 Manager shall appoint a chair to serve for the normal three-year term or the  
156 balance of the existing term, whichever concludes first. Such an appointed  
157 department chair shall be reassigned by the Dean/Area Manager based on  
158 the compensation structure outlined in section 11.2.

- 159
- 160 d. Multiple Discipline Election: Disciplines with one or few full-time Faculty have  
161 special protections so all disciplines in a department have any equal voice, as well  
162 as the opportunity to serve the department and college.
- 163
- 164 i. The department chair term shall be three (3) years. Each multiple discipline  
165 department will create an alphabetical discipline rotation list. Every three (3)  
166 years the discipline at the top of the list will rotate to the bottom.
- 167
- 168 ii. At the start of each election cycle only Faculty from the discipline at the top  
169 of the rotation list are eligible to run for department chair. Members of the  
170 department may elect a chair from the slate of candidates from the discipline  
171 at the top of the rotation list. The method of voting shall be determined by a  
172 vote by the majority of the department.
- 173
- 174 iii. In cases where the discipline has only one full-time Faculty member that  
175 Faculty member will automatically become the department chair, unless  
176 they do not wish to serve. When no member of the discipline wishes to serve  
177 as chair, the Dean/Area Manager will assign the responsibility to another  
178 related discipline.
- 179
- 180 iv. In the event there is no interest from any discipline in the department,  
181 resulting in no chair being elected, the department will be given ten (10)  
182 days to elect a chair. Failure of the department to elect a chair allows the  
183 Dean/Area Manager to move the department under the administration of  
184 another department with a department chair. Appropriate pay will be granted  
185 to the administering department chair after the departments have been  
186 merged for ten (10) or more days.
- 187
- 188 This situation will continue until members of the original department elect a  
189 chair of their own.
- 190
- 191 v. If the department chair position is vacated prior to the end of the term, an  
192 election for an interim department chair shall be held within thirty (30) days  
193 of the vacancy, provided the announcement occurs during the 175-day  
194 academic calendar, otherwise the election will be held within thirty (30) days  
195 of when the term commences. The election will follow the steps outlined in  
196 this section. The interim department chair shall serve the remainder of the  
197 term of office of the department chair replaced and proportionally  
198 compensated.
- 199
- 200 vi. A full-time Unit member may only vote in the department where the majority  
201 of their regular contract load resides. When a full-time assignment is 50/50,  
202 the Unit member will select the department in which to vote. Full-time Unit  
203 members teaching on an hourly or overload basis in another department will  
204 not be eligible to vote in that department.
- 205
- 206 e. Acceptance and Notification Timeline for Chair Assignment. Sitting Department  
207 Chairs will notify their Dean/Area Manager of the outcome of the spring elections  
208 within seven (7) business days of the selection of the newly elected Department  
209 Chair.
- 210

211 Department Chairs newly elected in the spring semester may assume duties July  
212 1<sup>st</sup> or on the first day of the fall semester following their election if the sitting Chair  
213 does not work the entire summer.

214  
215 f. Summer Chair Duties

216  
217 By the end of the first week of May, Department Chairs will inform the Division  
218 Dean/Area Manager if they will work in the summer. If the job will be shared  
219 between co-chairs or a sitting and a new Chair over the summer, the stipend will  
220 be evenly split.

221  
222 A sitting Department Chair who is not sharing the assignment and elects to work  
223 during the summer will complete tasks as needed and be in communication (via  
224 e-mail and/or telephone) with the Division over the entire summer term to receive  
225 a full stipend. When a sitting Department Chair chooses to work only one of the  
226 summer sessions, then the summer stipend will be prorated accordingly.

227  
228 If a sitting Department Chair becomes unavailable to fulfill their Chair  
229 responsibilities during the summer, the Dean/Area Manager will take over the  
230 Chair duties and the summer stipend will be prorated accordingly.

231  
232 Any Department Chair, newly elected or sitting, may elect not to work during the  
233 summer. In such cases, the division Dean/Area Manager will take over summer  
234 Chair duties.

235  
236 g. Resignation and Removal

- 237  
238 i. Resignation: In the event that a department chair does not complete their term  
239 of office, a new chair shall be selected in accordance with Article 11.3 , to  
240 serve for the remainder of the unexpired term. In instances when the  
241 unexpired term is one half (1/2) or more of a full term, it shall be counted as a  
242 first term for the new Chair.

243  
244 The Department Chair may resign at any time. Their written resignation shall  
245 be submitted to the Dean/Area Manager fifteen (15) working days prior to the  
246 effective date of resignation.

- 247  
248 ii. Recall: A Department Chair may be removed from their assignment as Chair  
249 through recall election.

250  
251 The reasons for recall must be stated in writing by a full-time Faculty member  
252 in the department and submitted to the Dean/Area Manager's office. The  
253 Department Chair shall have a chance at a department meeting to answer to  
254 the reasons for recall before voting takes place. The Dean/Area Manager's  
255 office shall conduct the vote within four (4) weeks of the recall petition filing.  
256 The Chair can be recalled if 2/3 of the members casting ballots vote in favor  
257 of the recall. Recall may be instituted no sooner than one semester after the  
258 Chair takes office.

- 259  
260 **iii. Removal: A Department Chair may be removed from their assignment as**  
261 **Chair by the District when the Chair is unable or unwilling to fulfill the**  
262 **duties of their assignment. The District may remove a Department Chair**  
263 **to ensure that the duties of the position continue to be performed after**  
264 **being notified that the existing Chair must be absent for an extended**  
265 **period of time, or may remove a Department Chair for documented**  
266 **deficiencies in performing their duties after the issuance of a corrective**

267 notice, as detailed in Article 42.

268  
269 Upon removal by District action, the Department Chair assignment shall  
270 reflect the removal of reassigned time. If the removal of reassigned time  
271 would result in an underload, the District shall take all reasonable efforts  
272 to find alternative assignments consistent with Article 4.  
273

274 **ARTICLE 12:**  
275 **PROGRAM DIRECTORS**

276  
277 12.1 Program Directors

278 The District shall assign Program Directors to departments containing disciplines  
279 that require regulatory compliance or separate, mandated state, federal, or national  
280 accreditation, and shall establish a program director for each discipline requiring  
281 accreditation including but not limited to (e.g. Nursing, Dental Assisting, Dental  
282 Hygiene), as deemed necessary. The Department Chair and division Dean/Area  
283 Manager will assign Faculty members to these positions.  
284  
285

286 12.1.1 Duties and Responsibilities: Program directors coordinate, maintain,  
287 develop, support, and report on these programs to meet the requirements of  
288 internal and external accreditors and regulatory agencies. Each program  
289 director shall remain fully accountable for the quality, completeness, and  
290 timeliness of their performance. These duties include:

- 291
- 292 a. Procures and Manages Program Funding
    - 293 i. External Funding: Procures and manages external funding sources.
    - 294 ii. Categorical Funding: Meets categorical funding requirements such
    - 295 as writing Perkins reports, attending top code meetings, and
    - 296 regulatory body program reviews.
    - 297
    - 298
    - 299
  - 300 b. Oversees and Executes State/Federal/Accreditation Mandates
    - 301 i. Reports: Write reports in compliance with external
    - 302 state/federal/accreditation requirements.
    - 303
    - 304 ii. Advisory Boards: Convene, host, participate in and often chairs
    - 305 regular advisory board meetings.
    - 306
    - 307
    - 308 iii. Externships and Placements: Manage the externship and placement
    - 309 process such as locating, visiting, and evaluating clinical sites,
    - 310 obtaining contracts, networking with possible externship sites.
    - 311
    - 312 iv. Legislative Changes: Respond to industry legislative changes such
    - 313 as modifying and creating curriculum, adjusting admissions
    - 314 standards, exit exams.
    - 315
    - 316 v. Mandatory Conference Attendance: Regularly attends conferences
    - 317 to meet accreditation and regulatory requirements.
    - 318
  - 319 c. Manages Student Relations and Recruitment
- 320

- i. Program Outreach: Create flyers, web pages, brochures, newsletters and participate in high school and/or college career information days.
  - ii. Program Admissions: Manages admissions standards per industry and legislative standards, reads and evaluates program applications.
  - iii. Student Relations: Conduct orientation, monitor and track student performance after graduation, counsel applicants, arrange for credit by exam, conduct exit interviews, meet with students seeking readmission.
- d. Facilitates Work of the Program
- i. Articulation Agreements: Create and manage ongoing articulation agreements.
  - ii. Handbooks: Maintain Faculty and student handbooks and articulation of course catalogue as required by regulatory body.
  - iii. Equipment: Order and oversee the ongoing maintenance of program equipment.
  - iv. Community Relations: Coordinate recruitment of advisory board members, participate in monthly consortiums, participate in quarterly meetings of professional associations, serve on steering committees, attend education liaison meetings, coordinate student scholarship opportunities.
  - v. Other Duties: As mandated by the program and regulatory agencies
- e. Scheduling – As required by accreditation, Program Directors work with Department Chairs in Scheduling of Faculty.

The program director may resign at any time. Their written resignation shall be submitted to the division Dean/Area Manager fifteen (15) working days prior to the effective date of resignation.

12.1.2 Compensation:

12.1.2.1 Compensation During the Instruction Year: A program director will be given twenty percent (20%) reassigned time per semester.

12.1.2.2 Summer Compensation (10 month Faculty):

Program Directors are entitled to the same summer compensation using the formula described in the Department Chair baseline FTEF compensation table.

By the end of the first week of May, Program Directors will inform the appropriate Dean or Area Manager if they will work in the summer. If the job will be shared between a sitting and a new Program Director over the summer, the stipend will be evenly split.

A sitting Program Director who is not sharing the assignment and elects to work during the summer will complete tasks as needed and be in communication (via e-mail and/or telephone) with the Division

377 over the entire summer term to receive a full stipend. When a sitting  
378 Program Director chooses to work only one of the summer sessions,  
379 then the summer stipend will be prorated accordingly.  
380

381 If a sitting Program Director becomes unavailable to fulfill their  
382 Program Director responsibilities during the summer, the Division  
383 Dean/Area Manager will take over the Program Director duties and the  
384 summer stipend will be prorated accordingly.  
385

386 Any Program Director, newly elected or sitting, may elect not to work  
387 during the summer. In such cases, the division Dean or Area Manager  
388 will take over summer Program Director duties.  
389

390 12.1.3 Supervision: The Program Director will report to the Division Dean/Area Manager  
391 responsible for the program and department. The Program Director and  
392 Department Chair shall share information and work together in reporting to the  
393 Division Dean/Area Manager.  
394

395 12.1.4 Faculty members who are assigned to direct or coordinate programs that involve  
396 direction of programs that require significant budget reporting responsibilities  
397 outside of the academic year, may be assigned to either an eleven (11) or twelve  
398 (12) month school year through mutual agreement between CCFF and the  
399 District. Nursing Program Directors are exempt from this provision and are  
400 mandated by the Board of Registered Nursing regulations.  
401

## 402 12.2 Evaluation of Program Directors 403

404 12.2.1 Program Directors will be evaluated by the Division Dean/Area Manager not more  
405 than annually for the first three (3) years of the assignment. Thereafter, Program  
406 Directors shall be evaluated at least once every three (3) years.  
407

408 12.2.2 Program Director evaluation will be separate and distinct from those Faculty  
409 evaluations conducted pursuant to Article 16 of this Agreement, and shall not  
410 include a peer evaluation process or a student evaluation.  
411

412 12.2.3 Program Directors shall be evaluated based on the Duties and Responsibilities  
413 outlined in 12.1.1.  
414

415 12.2.4 Program Director evaluation shall be provided in a written narrative format. Within  
416 the written narrative, the Program Director shall be identified as either  
417 "Satisfactory" or "Needing Improvement".  
418

419 12.2.5 If a Program Director receives a "Needing Improvement" evaluation, the  
420 Dean/Area Manager shall finalize a remediation plan, and shall present the plan  
421 to the evaluate. The remediation plan will include a timeline for completion and  
422 follow-up evaluation. If the Faculty member fails to satisfactorily complete the  
423 remediation plan within the specified timelines, the Unit member may be removed  
424 from the Program Director position. The evaluation shall not impact or be used in  
425 the regular evaluation cycle. If no Faculty is available to replace the Program  
426 Director, the Dean/Area Manager or designee may temporarily assume the  
427 Program Director duties until a replacement can be made.  
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## 429 **12.3 Removal of Program Directors** 430

431 **A Program Director may be removed from their assignment by the District when the**  
432 **Program Director is unable or unwilling to fulfill the duties of their assignment. The**

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District may remove a Program Director to ensure that the duties of the position continue to be performed after being notified that the existing Program Director must be absent for an extended period of time, or may remove a Program Director for documented deficiencies in performing their duties after the issuance of a corrective notice, as detailed in Article 42.

Upon removal by District action, the unit members assignment shall reflect the removal of reassigned time. If the removal of reassigned time would result in an underload, the District shall take all reasonable efforts to find alternative assignments consistent with Article 4.

For the District:

For the Cerritos College Faculty Federation  
AFT Local 6215:

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Dr. Mercedes Gutierrez  
Vice-President, Human Resources/  
Assistant Superintendent

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Dr. April Bracamontes  
CCFF/Lead Negotiator

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Dr. Lynn Wang  
CCFF President