

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CERRITOS COMMUNITY COLLEGE DISTRICT AND
CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215
August 17, 2023**

This Memorandum of Understanding between the Cerritos Community College District and the Cerritos College Faculty Federation, AFT Local 6215 (“CCFF”) is expressly made pursuant to the Education Employment Relations Act and the current Collective Bargaining Agreement between the parties. This Memorandum of Understanding (“MOU”) is intended to address the impacts and effects related to Distance Education Assignments and Training during the Summer 2023 and Fall 2023, Spring 2024, and Summer 2024 Sessions.

1. Distance Education Training Requirement

All faculty teaching distance education (as defined by 5 CCR §55200) must meet the requirement for full online certification. In accordance with section 4.7 of the 2018-2021 CBA, the District offers online professional development/training for all faculty to assist in distance education instruction.

To meet Full Online Certification faculty must provide verification of Distance Education Training that addresses 1) Regular and Substantive Interaction (formerly Regular and Effective Contact), 2) Accessibility, 3) Course Design, and 4) Assessment. Full Certification Options are:

- a. Book Seminar and Self-Paced Modules provided by the District
- b. Validation of Online Teaching Certification from all accredited colleges and universities within the last three years and recognized professional organizations such as @ONE and Quality Matters

2. Distance Education Training and Compensation for New Faculty (Full and Part-Time)

New Full-Time Faculty are defined as all Full-Time Faculty who have been Board approved to begin in the Fall 2023 or Spring 2024 semester.

New Part-Time Faculty are defined as those part time faculty who have not held an instructional assignment at Cerritos College since the onset of the COVID-19 pandemic (Spring 2020).

New Faculty (Full and Part-Time) who sign up and satisfactorily complete the full online certification will receive a one-time stipend of \$500.

Any new Faculty who can verify full certification in @ONE training, or other District approved online certification is eligible for the \$500 stipend by completing other District approved training in the Summer 2023, Fall of 2023, Spring of 2024 and/or Summer 2024. New faculty shall present alternative training to the DE Coordinators via email at DECoordinators@Cerritos.edu for approval.

The District shall provide information on what training is available during Fall 2023, and Spring 2024, and Summer 2024.

3. Change in Assignment

Faculty members who have been assigned to teach in person for the Summer 2023, Fall 2023 Spring 2024, and/or Summer 2024 Sessions and whose instructional assignments are changed

to hybrid and/or online and/or remote shall be required to meet full distance education certification twenty-one (21) days from the start of the class. Unit members shall provide verification of full certification to the Distance Education Coordinators via email.

New faculty members who experience a change in assignment shall have the opportunity to receive compensation for the Minimum Competency and/or full Distance Education Certification as outlined in section 2- Distance Education Training and Compensation for New Faculty (Full and Part-Time).

4. Emergency Hires

Faculty members who are identified as “Emergency Hires” for the Summer 2023, Fall 2023 and Spring 2024 and Summer 2024 semesters and who have a hybrid and/or online and/or remote instructional assignment shall be required to meet full distance education certification prior to the start of the class assigned.


Emergency hires who cannot meet the full distance education certification requirements shall have twenty-one (21) days from the start of the class assigned to the unit member to complete the minimum competency requirements or the full distance education certification requirements. Unit members shall provide verification of the full certification to the Distance Education Coordinators via email.

Summer 2023, Fall 2023, Spring 2023, and Summer 2024 emergency hires shall have the opportunity to receive compensation for the full Distance Education Certification as outlined in section 2- Distance Education Training and Compensation for New Faculty (Full and Part-Time).

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the collective bargaining agreement.

For the District:

For the Cerritos College Faculty Federation
AFT Local 6215:



Mercedes Gutierrez (Aug 17, 2023 16:59 PDT)

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



Dr. Lynn Wang
CCFF President



Dr. April Bracamontes
CCFF Lead Negotiator












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Final Audit Report

2023-08-18

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