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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CERRITOS COMMUNITY COLLEGE DISTRICT AND
CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215
August 2, 2022**

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 Training and the Novel Coronavirus (COVID-19) during the Fall 2022 and Spring 2023 semesters.

1. Distance Education Training Requirement

All faculty teaching distance education (as defined by 5 CCR §55200) must meet the requirement for minimum competency. In accordance with section 4.7 of the 2018-21 CBA, the District offers online professional development/training for all faculty to assist in distance education instruction.

To meet the minimum competency, all faculty shall have completed, at a minimum, the “Accessibility” and “Regular and Substantive Interaction (formerly Regular and Effective Contact)” modules in order to instruct online/distance education.

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 and Returning 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 2022 or Spring 2023 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).

Returning Faculty (Full and Part Time) are defined as those faculty members who have not previously received the Distance Education Stipend from the District. Returning faculty members may be those that have been on leave, sabbatical, previously employed part time faculty, etc.

New and Returning Faculty (Full and Part Time) who have previously completed training through the District or other Faculty Senate recognized pathways on both the “Accessibility” and “Regular and Substantive Interaction (formerly Regular Substantive Contact)” components may demonstrate that they have met this requirement by providing verification of completion to the DE Coordinators for review and approval. New and returning faculty who can provide verification of completion of the Accessibility and Regular and Substantive Interaction (formerly

52 Regular and Effective Contact) components shall be paid at \$40 per hour (for a maximum of 4
53 hours, not to exceed \$160).

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55 New and Returning Faculty (Full and Part Time) who can verify minimum competency via
56 @ONE training, or other District approved online certification is eligible for the \$500 stipend by
57 completing additional training in *Course Design and Assessment* in the Fall of 2022 and/or
58 Spring 2023. New and returning faculty shall present training to the DE Coordinators via email
59 at DECoordinators@Cerritos.edu for approval

60
61 New and Returning Faculty (Full and Part Time) who sign up and satisfactorily complete the full
62 online certification will receive a one-time stipend of \$500.

63
64 Any new or returning faculty who can verify full certification in @ONE training, or other District
65 approved online certification is eligible for the \$500 stipend by completing other District
66 approved training in the Fall of 2022 and/or Spring 2023. New and returning faculty shall
67 present alternative training to the DE Coordinators via email at DECoordinators@Cerritos.edu
68 for approval.

69
70 New and returning faculty who cannot meet minimum competency requirements or the full
71 distance education certification requirements shall have twenty-one (21) days from the start of
72 the class assigned to the unit member to complete the minimum competency requirements or
73 the full distance education certification requirements. Unit members shall provide verification of
74 the minimum competency or full certification to the Distance Education Coordinators via email.

75
76 The District shall provide information on what training is available during the Summer and Fall
77 2022, and Spring 2023.

78 79 **3. Change in Assignment**

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81 Faculty members who have been assigned to teach in person for the Fall 2022 and Spring 2023
82 semesters and whose instructional assignments are changed to hybrid and/or online and/or
83 remote shall be required to meet minimum competency OR full distance education certification
84 twenty-one (21) days from the start of the class. Unit members shall provide verification of
85 minimum competency or full certification to the Distance Education Coordinators via email.

86
87 New and returning faculty members who experience a change in assignment shall have the
88 opportunity to receive compensation for the Minimum Competency and/or full Distance
89 Education Certification as outlined in section 2- Distance Education Training and Compensation
90 for New and Returning Faculty (Full and Part Time).

91 92 93 **4. Emergency Hires**

94
95 Faculty members who are identified as "Emergency Hires" for the Fall 2022 and Spring 2023
96 semesters and who have a hybrid and/or online and/or remote instructional assignment shall be
97 required to meet minimum competency OR full distance education certification prior to the start
98 of the class assigned.

99
100 Emergency hires who cannot meet minimum competency requirements or the full distance
101 education certification requirements shall have twenty-one (21) days from the start of the class
102 assigned to the unit member to complete the minimum competency requirements or the full

103 distance education certification requirements. Unit members shall provide verification of the
104 minimum competency or full certification to the Distance Education Coordinators via email.
105

106 Fall 2022 and Spring 2023 emergency hires shall have the opportunity to receive compensation
107 for the Minimum Competency and/or Distance Education Certification as outlined in section 2-
108 Distance Education Training and Compensation for New and Returning Faculty (Full and Part
109 Time).
110


111 **5. Subsequent Assignments**
112


113 Faculty, new and returning as outlined in this MOU, who complete the minimum competency
114 requirement during their initial semester (fall 2022 or spring 2023) may be allowed to teach
115 Distance Education courses during that semester. New and returning faculty may be deemed
116 eligible to teach Distance Education courses in subsequent sessions only after completion of
117 the full online certification.
118

119 This Agreement is non-precedential, will not bind the Parties in any future action, whether under
120 similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint,
121 administrative or legal proceeding as evidence of past practice or intent of the parties or
122 meaning or application of the collective bargaining agreement.
123


124 For the District:

For the Cerritos College Faculty Federation
AFT Local 6215:

125
126
127 Felipe R. Lopez 

April Bracamontes, Ed.D. 

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Lynn Wang, Ed.D. 

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CCFF Fall 22_Spr 23 DE MOU ready for signatures.updated

Final Audit Report

2022-08-08

Created:	2022-08-08
By:	Linda Kaufman (lkaufman@cerritos.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAACHMcrLo7I3HevoySYcXXho18UbKrSAG1

"CCFF Fall 22_Spr 23 DE MOU ready for signatures.updated" History

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2022-08-08 - 11:05:22 PM GMT- IP address: 198.188.96.4
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Signature Date: 2022-08-08 - 11:17:36 PM GMT - Time Source: server- IP address: 198.188.96.4
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