



# Local 3533 Officers Meeting Minutes

**President:** Michael Richmond

**Date:** 09/18/2012: 3-4pm:  
Off campus

**Attendees:** Michael Richmond, Jim Howe, Mark Waddington, Nolan Koreski, Jerry Peterson, George Dalich, Heidi Shepherd

**Topic; New Officers**

[All]

**Discussion:** As a result of the last election, the following are the new officers for this year:

- President: Michael Richmond
- Vice President: George Dalich
- Treasurer: Jerry Peterson
- Secretary: Cheyenne Roduin
- Member At Large: Heidi Shepherd
- Member At Large: Phil Snider
- Member Emeritus: Nolan Koreski

Action items:	Person responsible:	Deadline:

**Topic; IBB**

[All]

**Discussion:** Michael reported on his meeting on 8/30 with Greg Roberts. The process selected was Interest based bargaining (IBB), a continuation of the process used for the last bargaining session. According to the Letter of Agreement at the conclusion of these minutes, referenced in the contract, the negotiations need to start where we left off on articles 11, 12 and 15. (Note that the Articles have been renumbered, but are clearly identified as Workload, Program Support and Calendar. Snider, 2012)

Action items:	Person responsible:	Deadline:

<b>Topic; Admin Team for IBB</b>			<b>[All]</b>
<b>Discussion:</b> Greg Roberts Dr. Curphy Bill Thomas Dean Alternate			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	

<b>Topic; Federation Team for IBB</b>			<b>[All]</b>
<b>Discussion:</b> The group discussed members of this year's IBB Faculty Team with the following results:  <ul style="list-style-type: none"> <li>Jim Howe</li> <li>Nolan Koreski</li> <li>Jo Nelson (replacing Pat McPherson)</li> <li>Phil Snider</li> <li>Allied Health rep (Monta Frost or Suzy Dalgarn)</li> <li>Sue Kuestner as alternate (to be confirmed)</li> <li>Allied Health alternate</li> </ul>			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	

<b>Topic; IBB challenges</b>			<b>[All]</b>
<b>Discussion:</b> <ul style="list-style-type: none"> <li>Continuation of workload/faculty pay</li> <li>What does polytechnic mean in terms of positions and pay?</li> <li>Status of transitioning to Department Chairs</li> <li>Definition of Step 18 responsibilities</li> </ul>			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	

<b>Topic; Communication</b>			[All]
<b>Discussion:</b> General suggestions to improve communication and awareness:			
<p>Locate the Federation letterhead</p> <p>Maintain webpage</p> <p>Rejuvenate newsletter</p> <p>Increase number of general meetings with specific agenda items to discuss</p>			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	

<b>Topic; General</b>			[All]
<b>Discussion:</b>			
George reinforced the need for faculty reps on all major committees. Currently the Foundation committee, which meets Fridays at 7:30am, is not covered.			
Nolan volunteered to give the faculty tribute to Dr. Woodall at the memorial on Thursday.			
The Federation will supply the lunch on Tuesday 9/20 and a general meeting will be held at the same time. The agenda includes:			
<p>Recognize past and present members of the E-Board</p> <p>Generate IBB issues from the membership</p> <p>Increase awareness of the newsletter and webpage</p> <p>Introduce Phil Snider as the contact for potential grievances after member has read the contract</p>			
It was suggested that Michael receive the minutes of the LMC and IBB committees to gather a sense of the items discussed. Michael will call the next meeting once the quarter has begun.			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	

Meeting Adjourned at 5:10pm

Minutes respectfully submitted by Heidi Shepherd

**Letter of Agreement**

to the Agreement by and between  
Lake Washington Technical College  
District No. 26  
and the  
Lake Washington Technical College  
Federation of Teachers  
Local 3533

*Effective July 1, 2010 through June 30, 2013*

This Letter is supplemental to the Agreement by and between the Lake Washington Technical College District No. 26, hereinafter referred to as the Employer, and Lake Washington Technical College Federation of Teachers Local 3533, hereinafter referred to as the Federation.

The purpose of this Letter is to provide a basis of negotiations when contract bargaining is re-opened on workload, program support, and/or calendar, in accordance with the Article 10 preamble.

Recognizing 2010 fiscal circumstances, the Federation and the College agree to defer negotiations of Article 10 (workload), Article 38 (program support), and Article 25 (calendar) until such time that state funding is restored to the level of state funding as of July 1, 2008. As funding approaches the target level, either party may call a meeting of the parties to set dates to re-open Article 10 (workload), Article 25 (calendar), and Article 38 (program support) in whole or in part. Negotiations will begin based on the Letter of Agreement between the Federation and the College.

Until such time as funding is restored, the Federation and the College agree to abide by the conditions of Article 10 (workload), Article 25 (calendar), and Article 38 (program support).

Working documents for contract bargaining include bargaining minutes from October 2009 to December 2010 and the following documents:

1. Workload options created November 5, 2010 during negotiations.

Labor Options

Section 10.1 Faculty are considered to be full-time if they:

- B. Teach between 45 and 52 credits annually.
  1. Faculty teaching exclusively in a lecture format will not exceed 18 in-class teaching hours per week.
  2. Faculty teaching primarily in a mixed lab-lecture format will not exceed 20 in-class teaching hours per week.
  3. Faculty teaching primarily in a block, clustered, or stacked format and receiving Program Support as defined in Section 10.5 will not exceed 25 in-class teaching hours per week.
  4. Faculty teaching primarily in a block, clustered, or stacked format who do not receive such Program Support will not exceed 20 in-class teaching hours per week.
  5. Faculty teaching exclusively in a clinical format will not exceed 25 in-class teaching hours per week.
  6. The Vice President may reduce the faculty teaching load for programs as needed.
  
- D. Perform professional duties developed by each faculty member in conjunction with, and approved by, the supervisor that may include but are not limited to participation in:
  1. Program and curriculum development/preparation.
  2. Educational outcomes assessment.
  3. Student advising, recruiting and retention activities.
  4. Program and College accreditation.
  5. Program management such as industry partnerships, advisory committees and program review.
  6. Participation on two (2) or more committees. Tenured faculty's first committee responsibility is to serve on tenure committees. Committee participation is:
    - i. Required for tenured and annually renewable faculty.
    - ii. Reduced to one (1) committee for probationary faculty as approved by their tenure committee.
    - iii. Reduced to one (1) committee obligation for up to four (4) Federation elected officers.
    - iv. For faculty who manage ancillary programs as approved by the supervisor, committee obligations are reduced or eliminated.
  7. Professional development.
  8. Faculty will be provided compensation or release for additional assigned administrative duties such as:  
(L)
    - v. Recruitment, interviewing, screening of potential faculty(L)
    - vi. Supervision and evaluation of faculty and/or staff(L)
      - i. Scheduling of classes and faculty teaching assignments(L)
      - ii. Ordering texts and supplies(L)
      - iii. Other purely administrative functions(L)

Section 10.2 Work Schedule: Full-time faculty teaching assignments shall not extend beyond a nine-hour continuous period on any day, unless there is agreement between the faculty and supervisor.

Section 10.3 (2<sup>nd</sup> paragraph)

Counselors and librarians are assigned duties consistent with their job classification. Each counselor and librarian shall submit a quarterly work activity plan developed in conjunction with and approved by their division vice president or designee. Professional hours shall comprise twenty-five percent (25%) of the work activity plan; e.g., ten (10) hours per week for full-time counselors and librarians.

Section 10.4.1 Release for Program or Department Coordinators: The College will appoint at least five program coordinators from the full-time faculty. Program or Department coordinators will receive at least nine (9) credits of release annually from instructional duties. Coordinators may be assigned program coordination and enhancement responsibilities, part-time faculty evaluation or related duties. The number of credits released may vary from quarter to quarter.

Section 10.4.3 Release for Federation officers: The Federation President or designee will receive a 50% release annually from instructional responsibilities.

Delete Article 38 and replace with:

Section 10.5 Support: For quality, safety, over-enrollment, management of significant ancillary programs, and workload relief purposes, the College shall provide staff support to programs taught in the block/stacked instructional format. The program support may include, but is not limited to, assigning part-time or full-time technical aide support for all lab hours, adding additional faculty coverage, etc.

Section 10.5.1 For purposes of this section the safety concerns may include but are not limited to:

- A. Regular use by students of lifting or hoisting devices with a capacity of two or more tons.
- B. Regular use by students of horizontal or vertical mixing or milling machines of 2-hp or more.
- C. Working with lethal voltages.
- D. Lab conditions with obstructed lines of sight or extended distances.
- E. Other conditions as identified by the Vice President of Instruction or the College Safety Committee.

Section 10.5.2 Over-enrollment for purposes of this section is defined as twenty-eight (28) students being taught by one faculty at any one time.

Section 10.5.3 For purposes of this section significant ancillary program is defined as a program with at least \$10,000 gross proceeds annually.

Section 10.5.4 The College may approve additional program support as needed in the interest of program quality, workload relief, etc.

### Management Options

Integrate current MOU-D language into new contract with the following exceptions:

1. Edit Office Hours and Professional Duties (see next section).
2. Correct error - Move Computer Services and Network Technology to block programs in Article 38.

MOU D iv: (Committee participation is:) Reduced or eliminated for faculty who manage ancillary programs as approved by the supervisor.

### Labor AND Management Options

Section 10.1 Faculty are considered to be full-time if they:

- A. Receive a 173 day academic year contract.
- C. Hold 5 office hours per week during which faculty will be available primarily for students.  
Office hours must be:
  1. Approved by the faculty member's supervisor.
  2. Posted in the faculty member's instructional or office area.
  3. Published in each course syllabus for the benefit of students desiring to schedule time with the faculty member.
  4. Faculty teaching primarily in Block format may schedule Office Hours during professional time.

Section 10.2.1 Alternative work schedules may be agreed to between the faculty and supervisor; e.g., days of the week, unbalanced loads from quarter to quarter within the year, hours of the day, etc. Faculty working alternative work schedules are expected to attend meetings scheduled by the College.

Section 10.3 (1<sup>st</sup> paragraph) Counselors and Librarians: The appointing vice president may assign counselors or librarians a combination of instructional, professional, and office hours different from those prescribed in this Article.

MOU-D:

- B. Hold 5 office hours per week during which faculty will be available primarily for students.  
Office hours must be:
  1. Approved by the faculty member's supervisor.
  2. Posted in the faculty member's instructional or office area.

3. Published in each course syllabus for the benefit of students desiring to schedule time with the faculty member.

D. Perform professional duties developed by each faculty member in conjunction with, and approved by, the supervisor that may include but are not limited to:

1. Program and curriculum development/preparation.
2. Educational outcomes assessment.
3. Student advising, recruiting and retention activities.
4. Program and College accreditation.
5. Program management such as industry partnerships, advisory committees and program review.
6. Participation on two (2) or more committees. Tenured faculty's first committee responsibility is to serve on tenure committees. Committee participation is:
  - i. Required for tenured and annually renewable faculty.
  - ii. Reduced to one (1) committee for probationary faculty as approved by their tenure committee.
  - iii. Reduced to one (1) committee obligation for up to four (4) Federation elected officers.
7. Professional development.

2. Faculty proposal created June 4, 2010 during negotiations.

## **Article 10**

## **Workload**

### Section 10.1

Faculty are considered to be full-time if they:

- A. Receive a 173 day academic year contract.
- B. Teach between 45 and 52 credits annually.
  1. Faculty teaching exclusively in a lecture format will not exceed 18 in-class teaching hours per week.
  2. Faculty teaching primarily in a mixed lab-lecture format will not exceed 20 in-class teaching hours per week.
  3. Faculty teaching primarily in a block, clustered, or stacked format and receiving Program Support as defined in Section 10.5 will not exceed 25 in-class teaching hours per week. Faculty teaching primarily in a block, clustered, or stacked format who do not receive such Program Support will not exceed 20 in-class teaching hours per week.
  4. Faculty teaching exclusively in a clinical format will not exceed 25 in-class teaching hours per week.

The Vice President may reduce the faculty teaching load for programs as needed.



- C. Hold 5 office hours per week during which faculty will be available primarily for students. Office hours must be:
1. Approved by the faculty member's supervisor.
  2. Posted in the faculty member's instructional or office area.
  3. Published in each course syllabus for the benefit of students desiring to schedule time with the faculty member.
  4. Faculty teaching primarily in Block format may schedule Office Hours during lab time.
- D. Perform professional duties developed by each faculty member in conjunction with, and approved by, the supervisor that may include but are not limited to participation in:
1. Program and curriculum development/preparation.
  2. Educational outcomes assessment.
  3. Student advising, recruiting and retention activities.
  4. Program and College accreditation.
  5. Program management such as industry partnerships, advisory committees and program review.
  6. Participation on two (2) or more committees. Tenured faculty's first committee responsibility is to serve on tenure committees. Committee participation is:
    - i. Required for tenured and annually renewable faculty.
    - ii. Reduced to one (1) committee for probationary faculty as approved by their tenure committee.
    - iii. Reduced to one (1) committee obligation for up to four (4) Federation elected officers.
    - iv. Reduced or eliminated for faculty who manage ancillary programs as approved by the supervisor.
  7. Professional development
  8. Faculty will be provided additional compensation or release for assigned administrative duties such as:
    - i. Recruitment, interviewing, screening of potential faculty
    - ii. Supervision and evaluation of faculty and/or staff
    - iii. Scheduling of classes and faculty teaching assignments
    - iv. Ordering texts and supplies
    - v. Other purely administrative functions

Section 10.2                      Work Schedule: Full-time faculty teaching assignments shall not extend beyond a nine-hour continuous period on any day, unless there is agreement between the faculty and supervisor.

Section 10.2.1                      Alternative work schedules may be agreed to between the faculty and supervisor; e.g., days of the week, unbalanced loads from quarter to quarter within the year, hours of the day, etc. Faculty working alternative work schedules are expected to attend meetings scheduled by the College.

Section 10.3                      Counselors and Librarians: The appointing vice president may assign counselors or librarians a combination of instructional, professional, and office hours different from those prescribed in this Article.

Counselors and librarians are assigned duties consistent with their job classification. Each counselor and librarian shall submit a quarterly work activity plan developed in conjunction with and approved by their division vice president or designee. Professional hours shall comprise twelve and one-half percent (12.5%) of the work activity plan; e.g., five (5) hours per week for full-time counselors and librarians.

Section 10.4 Release

Section 10.4.1 Release for Program or Department Coordinators: The College will appoint at least five program coordinators from the full-time faculty. Program or Department coordinators will receive at least nine (9) credits of release annually from instructional duties. Coordinators may be assigned program coordination and enhancement responsibilities, part-time faculty evaluation or related duties. The number of credits released may vary from quarter to quarter.

~~Section 10.4.2 Release for Program/Department Chairs: The College will appoint at least five Program/Department Chairs from the full-time faculty. Program/Department Chairs will receive at least 20-50% release, depending on responsibilities. A point system for responsibilities will be developed by a joint faculty-instructional administrator committee to determine Chair appointments.~~

~~Section 10.4.3 Release for Federation officers: The Federation President or designee will receive a 50% release annually from instructional responsibilities. Three other Federation officers will receive 25% release annually from instructional responsibilities.~~

**Delete Article 38 and replace with:**

Section 10.5 Program Support: For quality, safety, over-enrollment, management of significant ancillary programs, and workload relief purposes, the College shall provide staff support to programs taught in the block/stacked instructional format. The program support may include, but is not limited to, assigning part-time or full-time technical aide support for all lab hours, adding additional faculty coverage, etc.

Section 10.5.1 For purposes of this section the safety concerns may include but are not limited to:

- Regular use by students of lifting or hoisting devices with a capacity of two or more tons
- Regular use by students of horizontal or vertical mixing or milling machines of 2-hp or more
- Working with lethal voltages
- Lab conditions with obstructed lines of sight or extended distances
- Other conditions as identified by the Vice President of Instruction or the College Safety Committee

Section 10.5.2 Over-enrollment for purposes of this section is defined as twenty-eight (28) students being taught by one faculty at any one time.

Section 10.5.3 For purposes of this section significant ancillary program is defined as a program with at least \$10,000 gross proceeds annually.

Section 10.5.4 The College may approve additional program support as needed in the interest of program quality, workload relief, etc.

3. Administration proposal created June 11, 2010 during negotiations.

**Proposal 1:** Maintain current contact hour definition of workload.

Integrate current MOU-D language into new contract with the following exceptions:

1. Edit Office Hours and Professional Duties ~~consistent changes already made in bargaining or slightly revised as~~ noted below.
2. Correct error - Move Computer Services and Network Technology to block programs in Article 38.

**OR**

**Proposal 2 (Preferred College Option):** Move to credit based work load with contact hour maximum based on mode of instruction. This proposal addresses:

- Transition: FY11 continues current 55 day quarterly instructional calendar while faculty and admin work to transition (update curriculum and communicate changes) and communicate to students/community about the 50 day quarterly instructional calendar.
- Improved Workload: The FY12 calendar provides for:
  - 15 additional non-instructional days (23 total non-instructional days).
  - An annual workload in credits that is consistent with the data shared in bargaining. This will result in additional PTF teaching assignments and costs to cover the credits currently being taught by FTF.

- Weekly maximum contact hours by mode of instruction that are mostly consistent with the faculty proposal and that will result in lower benefits eligibility for most PTF. As with the faculty proposal, the College proposal contains a maximum of 18 contact hours for FT faculty teaching in a lecture mode, 20 contact hours for FT faculty teaching in a lab-lecture mix, and 25 contact hours for FT faculty teaching in the clinical mode. The College proposal maintains the current weekly contact hours for faculty teaching in block/clustered programs and is consistent with hours and credits of most of the students in those programs. In addition, the quarterly contact hours will be reduced from 275 → 250 due to the 10 week/50 day quarterly instructional calendar.
  
- Revised Office Hours and Professional Duties language as noted below.
  
- Staff support for block/cluster programs is *required at lower threshold* than the current contract.
  
- The college is required to adhere to applicable safety laws outlined in OSHA, WISHA, L&I, CFR, etc. The college is interested in seeing examples of specific safety language in other state CTC faculty contracts.
  
- The program or department coordinator release provisions remain the same. Consistent with current contract language the College can, and has, given release to more than the minimum in order to better support the programs during these high enrollment years.
  
- The College proposal has added up to 40 hours of unreimbursed Federation Business Leave (FBL). FBL has not been used by faculty union since FY05.

**Note:** Changes from the previous College proposal 3 are noted in strike-through deletions and underlined additions.

**FY11**

Integrate current MOU-D language into new contract with the following exceptions:

1. Edit Office Hours and Professional Duties ~~consistent changes already made in bargaining or slightly revised~~ as noted below.
  
2. Correct error - Move Computer Services and Network Technology to block programs in Article 38.

3. Maintain 55 day instructional quarter for FY11. Work on curriculum and prepare for move to 50 day instructional quarter in FY12.

## **FY12**

Implement 50 day instructional quarter.

Add to Definitions:

"Supervisor" - The contracted administrator assigned by the President or designee to manage faculty.

**Effective FY12 - Edit Article 10 Workload to read:**

### **Article 10**

### **Workload**

#### **Section 10.1**

Faculty are considered to be full-time if they:

- A. Receive a 173 day academic year contract. The full-time faculty contract is based on 150 instructional days and 23 non-instructional days.
  
- B. Teach between 45 and 54 credits per academic year.
  1. Faculty teaching exclusively in a lecture format will not exceed 18 in-class teaching hours per week.
  2. Faculty teaching primarily in a mixed lab-lecture format will not exceed 20 in-class teaching hours per week.
  3. Faculty teaching primarily in a block, clustered, or stacked format will not exceed 25 in-class teaching hours per week.
  4. Faculty teaching exclusively in a clinical format will not exceed 25 in-class teaching hours per week.

The Vice President may reduce the faculty teaching load for programs as needed.

- C. Hold 5 office hours per week during which faculty will be available primarily for students. Office hours must be:

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Section 10.4                      Release for Program or Department Coordinators: The College will appoint at least four program or department coordinators from the full-time faculty. Coordinators will receive at least nine (9) credits of release annually from instructional duties. Coordinators may be assigned program or department coordination

and enhancement responsibilities, part-time faculty evaluation or related duties. The number of credits released may vary from quarter to quarter.

**Delete Article 38 and replace with:**

Section 10.5                    Program Support: For quality, safety, and workload relief purposes, the College shall provide staff support to overenrolled programs taught in the block/stacked instructional format. The program support may include, but is not limited to, assigning part-time or full-time technical aide support, adding additional faculty coverage, etc. Overenrolled for purposes of this section is defined as twenty-eight or more (28+) students enrolled in a block/stacked program taught by one faculty. Faculty initiated over enrollment in excess of 27 students (28+) will not obligate the College to provide additional program support.

The programs covered in this section: Transportation (Automotive, Diesel, Auto Collision, Motorcycle), Manufacturing (Welding, Machining, Electronics, Building Plant Maintenance), Engineering Graphics, Computer Services and Network Technology, Horticulture, and Culinary/Baking/Hospitality.

Section 10.5.1                    The College may approve additional program support as needed.

**Amend Section 4.3**

Section 4.3                    Federation Business Leave: The College will grant up to ten (10) days or eighty (80) hours per year, or more upon President or designee approval, to employees for the purpose of Federation business. Requests will be made to the President or designee and such leave will be granted; provided that the leave does not create a hardship on the educational program of the College. The Federation will reimburse the College the cost of necessary substitutes for Federation initiated requests exceeding 40 hours.

Bargaining team members 2009 to 2010:

Faculty

Jim Howe  
Monta Frost  
Nolan Koreski  
Phil Snider  
Pat McPherson

Alternates:

Shannon Ludwig-Woodcock  
Sue Kuestner

Administration

Paul Axtell  
Bill Thomas  
Dennis Long  
Greg Roberts  
Sunny Burns

Alternates:

Ruby Hayden

FEDERATION OF TEACHERS, LOCAL 3533

COLLEGE, DISTRICT 26

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Joseph Gryniuk, President

By: \_\_\_\_\_

Sharon McGavick, President

Tentative Agreement:

\_\_\_\_\_

Chief Negotiator - Administration

\_\_\_\_\_

Chief Negotiator - Faculty

\_\_\_\_\_

Date

\_\_\_\_\_

Date