

NEWS

AAUP and College administration sign MOU for implementing contractual Service Days

Cincinnati State AAUP and the College administration have completed a Memorandum of Understanding (MOU) regarding the Service Days provision of the contract.

The MOU has been signed by AAUP President David Simmermon and by College President O'dell M. Owens.

The complete text of the MOU is on pages 2 and 3 of this Newsletter.

The AAUP will hold an information session soon (day and time to be announced) to answer questions and concerns faculty may have related to implementation of the service day provisions.

The Faculty / Administration Communication Team (FACT) members who developed the MOU include Geoff Woolf, Joyce Rimlinger, Linda Schaffeld, Pam Ecker, Dr. Monica Posey, Donna DuVall, Jean Wisuri, Gene Breyer, and Lisa Evans. Discussion of the MOU began in May.

AAUP President Dave Simmermon said, "Although it took a while to wrap up the details of service days that were

not discussed at the bargaining table, we have reached an agreement that appropriately recognizes the value of many forms of faculty service to the College."

Dr. Monica Posey said, "The Administration is pleased to have this agreement completed and appreciates the work of all the FACT members. The agreement provides an opportunity for the College to strengthen retention and other strategic initiatives, while supporting the interests of our faculty."

Starting with Fall Semester, instructional faculty (those whose workload is measured in units or course counts) are required to perform service day activities for a total of 10 days in each academic year, as described in Article 9, Section Two (B) of the Collective Bargaining Agreement for AAUP Bargaining Unit 1.

The MOU provides details for the implementation of the service day requirement, and also provides over 30 examples of possible service day activities.

The list of examples included in the MOU also shows the value of each service day task, measured in half-day or full-day increments.

According to the provisions of the MOU, each faculty member's specific service activities are to be determined collaboratively by the Dean (or designee) and the faculty member, as part of the annual workload projection.

Dr. Posey said she will ask the division Deans to turn in by Aug. 1 documentation of each faculty member's projected annual workload and projected service day activities.

Dr. Posey said she recognizes that many faculty members and their Deans may not have a complete projection of service day activities by Aug. 1, so a revised projection of annual load, including service days, will be due in October.

The FACT representatives agreed that faculty members could begin their service day activities for the 2012-13 year this August, in the time between

**Agreement between
Cincinnati State Technical and Community College
and
American Association of University Professors
Cincinnati State Technical and Community College Chapter**

MEMORANDUM OF UNDERSTANDING

SERVICE DAYS

With respect to Article 9, Section 2 (B) of the Collective Bargaining Agreement, Cincinnati State Technical and Community College and the Cincinnati State Technical and Community College Chapter, American Association of University Professors, hereby agree as follows:

1. Service day activities are an extension of the faculty member's professional skills, and/or activities that support strategic goals of the College.
2. Service day activities shall exclude membership on College standing committees and College ad hoc committees, membership on division/department committees, activities that are part of a faculty member's regular responsibilities as a program or department chair, and in-service activities as defined in the Collective Bargaining Agreement or any related Memoranda of Understanding.
3. Specific service day activities shall be determined as part of the annual workload projection described in Article 9, Section 2 (F). This determination will include collaboration by the Division Dean (or designee), the faculty member, and, when applicable, the College department where the faculty member will perform service activities.
4. A faculty member, in collaboration with the Division Dean (or designee), may agree to perform additional instructional units, without overload compensation, in lieu of service day activities. These units, if applicable, shall be determined as part of the annual workload projection.
5. The attached list shall be used as a guideline for the determination of service day activities and their value. Members of the bargaining unit and/or members of the College administration may suggest possible additions to the chart.
6. Representatives of the AAUP and the College administration shall meet as needed during the life of the Agreement to discuss and approve or disapprove possible additions to the list that may be suggested by members of the bargaining unit and/or by the College administration.

Guidelines:

- Activities requiring up to 4 hours will be valued as one-half day.
- Activities requiring 4 to 8 hours will be valued as a full day.
- Activities requiring a faculty member to provide service on a Saturday, Sunday, or in the evening will be valued as a full day, regardless of duration.
- Activities that require preparation time will be valued as the sum of the preparation time plus the duration of the activity.
- Activities that involve travel from the faculty member's "home" campus will be valued as the sum of travel time plus the duration of the activity. Contractual mileage reimbursement still applies.
- It is recognized that some activities may have a longer duration and associated values could be greater than those listed below.

Service Activities

Estimated Value

Accreditation

- Participate on an external accreditation review team (unpaid) 1 day
- Provide accreditation support to a program/department other than one's own 1 day

College entry/outreach

- Assist with first week "ambassador" activities ½ day
- Assist at new Student Orientation session 1 day
- Assist with Parent/Student Night event 1 day
- Assist with Adult Learner event 1 day
- Serve as an official College representative at a workshop/conference/special event 1 day (minimum)

College revenue generating

- Assist with fund raising event (e.g., 1 Night, 12 Kitchens) 1 day
- Prepare a grant application 1 day (minimum)
- Provide professional/technical assistance for Workforce Development Center activities, or other Entrepreneurial Strategic Initiatives 1 day (minimum)

Community partnerships/outreach

- Assist with Academic League (1 weekday event) ½ day
- Develop dual enrollment agreement (per HS) ½ day (minimum)
- Develop Tech Prep curriculum alignment (per HS) ½ day (minimum)
- Present to HS class and/or College Fair ½ day
- Assist with Academic League (weekend event) 1 day
- Assist with Science Bowl 1 day
- Assist with Science Olympiad 1 day
- Develop and/or maintain articulation agreement 1 day (minimum)

Online community

- Provide online tutoring (per session) ½ day
- Provide online Writing Center support (per session) ½ day
- Provide Quality Matters Peer Review (internal, per course) 1 day

Professional development delivery

- Conduct a professional development workshop on campus 1 day
- Present at an off-campus workshop/conference 1 day
- Chair a College-wide committee 2 days/semester
- Serve as a peer mentor 2 days/semester

Student retention

- Provide student advising (in breaks between semesters) ½ day (minimum)
- Provide tutoring in College Success Center or Writing Center (per session) ½ day
- Assist with special retention project/initiative 1 day (minimum)
- Conduct student "boot camp" or supplemental instruction 1 day (minimum)
- Conduct workshop/mentoring activity for student group 1 day
- Serve as advisor for a student organization 2 days/semester

Service days / continued from 1

the end of the Summer Term (Aug. 8) and the first day of Fall Semester (Aug. 29), by performing service activities such as advising (for no compensation), assisting with student orientation, or similar activities.

Dr. Posey will ask the Deans to schedule no more than five service days per faculty member during the period between Aug. 8 and Aug. 29.

AAUP Contract Compliance Officer Geoff Woolf said, "The days between Aug. 8 and Aug. 29 are not contractual 'on duty' days for members of the AAUP bargaining unit. However, we all recognize the need for faculty help with advising and other important activities in the weeks leading up to the start of Fall Semester."

"Therefore, if faculty members want to begin some service

work during those days, the activity will 'count' toward the 10 service days required for the year," Geoff said.

The MOU states that the list of possible service day activities may be expanded with additional activities suggested by faculty members or by College administrators.

The members of FACT who developed the MOU agreement will meet as needed to consider possible additions to the list.

Faculty input needed to finish MOU on compensation for semester online courses

Members of the Faculty / Administration Communication Team (FACT) are still working to complete a Memorandum of Understanding (MOU) on compensation for faculty members who are developing online courses to be delivered on semesters.

In June, faculty members were asked to fill out an eForm with four questions about each semester online course they are developing.

AAUP Contract Compliance Officer Geoff Woolf said, "The

information we collected with the eForm is helping us get a better understanding of the amount of work, College-wide, that is involved with developing these new online classes."

"However, in several cases, we don't have any faculty input regarding courses that the Deans and the Director of Distance Education believe need to be developed for online delivery on semesters," Geoff added.

Geoff said that within the next few days, AAUP President Dave Simmermon will send an email

message to all faculty, with a list of the semester online courses that still need eForm data.

The eForm is available at https://swebapps.cincinnatiastate.edu/eforms/eform.aspx?form_id=726

"If faculty members who are planning to develop these courses will take a few moments to fill out the eForm, it will give us the information we need to complete these FACT discussion, and reach a fair resolution to our shared concerns," Geoff said.

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