

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Coast Community College District and**  
**Coast Federation of Educators/American Federation of Teachers**  
**(CFE/AFT) Local 1911**

**Faculty Flex Coordinator**

The Faculty Flex Coordinator provides coordination and leadership for the development, implementation, and tracking of the CFE Contract required flex days each academic year. This position reports to the Academic Senate with input and guidance from the Office of the Vice President of Instruction, or designee, and will have appropriate administrative/clerical support to create, submit and maintain necessary Flex materials. Accordingly, the coordinator works in close collaboration with the Academic Senate, the Flex Activity Committee, and the college Professional/Staff Development Committee.

**Duties:**

1. Coordinate, plan, and schedule, with the assistance of the Flex Activity Committee, all required flex days each academic year.
2. Coordinate opportunities for faculty to provide feedback on the professional development activities offered during flex days.
3. Conduct ongoing needs assessments for flex opportunities.
4. Chair meetings of the Flex Activity Committee and serve as ex-officio of the Professional/Staff Development Advisory Committee
5. Report out information about the Flex program and the Flex Activity Committee to the Academic Senate at least once a semester.
6. Contribute new ideas and suggestions for communication and publication of Flex Activities to faculty using various methods, including the Campus Portal.
7. Prepare the annual re-application of the College's Flex program to the State Chancellor's Office.
8. Keep the campus informed of changes from the Chancellor's Office regarding the Flex Calendar program.
9. Work with the Office of Instruction to maintain Flex accountability records for all full-time and part-time faculty, reporting to the appropriate Division Dean.
10. Produce year-end reports of Flex activities for the College and Chancellor's Office.
11. Communicate with other college flex coordinators regarding the exchange of ideas, best practices, and maintaining high Flex standards.
12. Collaborate with the College Director of Human Resources to ensure coordination of Flex Activities college-wide.

**Eligibility/Minimum Qualifications:**

The Flex Coordinator will be a tenured faculty member mutually selected by the College President and the Academic Senate.

**Desirable Qualifications:**

The ideal candidate will be a faculty member of the College who has had demonstrable experience in a leadership position at the College or the District and has the ability to interact effectively with faculty, classified professionals, and administrators in a collaborative, shared governance setting. The ideal candidate additionally should possess electronic communication and record keeping

skills: be familiar with needs assessments and have experience in electronic data analysis and record keeping. Finally, the ideal candidate should be intellectually flexible so as to embrace both traditional and innovative techniques in developing the College's Flex vision.

**Compensation :**

Per the Agreement between the Coast Federation of Educators and the District, Article 16.3, the compensation for this position is as follows:

2018-2020 Fiscal Years:

- Year One (*Fall {prorated}* and Spring semesters): 20% (3LHE semester) reassigned time
- Year Two (Fall and Spring semesters): 20% (3 LHE/semester) reassigned time

Similar to other faculty members' regular assignments flexibility will be allowed for working at home, off campus, and for other personal and professional obligations. At the beginning of each coordinator's term, the Coordinator shall meet the college President to review which of the position activities are appropriate to perform offsite occasionally or regularly. Work during summer and/or intersession may be necessary. Hours and total hours will be mutually agreed to by the Coordinator and his/her immediate supervisor. Compensation on off-duty days will be by Contract Daily Rate (Article XII, Section 16 on a daily basis (6 hours) or an hourly rate (XIII, Section 16 (Contract Daily Rate) divided by 6.

Per the CBA, 1.0 LHE = 2.25 non-teaching hours per week

**Selection Process:**

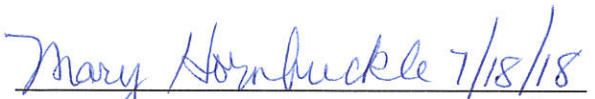
Per the Agreement between the Coast Federation of Educators and the District, Article 16.3 the Faculty Flex Coordinator will be selected for a two-year term by the college President and the Academic Senate.

**Evaluation:**

Evaluation of Coordinators shall be conducted per the Agreement between the Coast Federation of Educators and the District, Article VIII. Evaluations.

  
Rob Schneiderman, President, CFE/Date

  
John Tortarolo, Interim Vice Chancellor of Human Resources/Date

  
Trustee Mary Hornbuckle, Board President/Date