

**Memorandum of Understanding  
Between the  
Bellingham Educational Association and  
Bellingham Technical College  
4/14/2017**

This MOU clarifies provisions of the 2016-2019 BTC/BEA Collective Bargaining Agreement to allow implementation of outstanding economic items and is incorporated by reference into the Agreement.

**1. Doctoral Stipend: Scrivener's error – the following language was intended by all parties to be included in the contract.**

8.13 Stipend for Doctoral Degree.

8.13.1 Each full-time, regular faculty member who holds an earned doctoral degree in any discipline will receive an annual \$4,000 stipend, paid in equal parts across all paychecks. Part-time regular faculty members who hold an earned doctoral degree in any discipline will receive a prorated portion of the \$4,000 commensurate with their FTE, paid in the same way. Part-time regular faculty who also work moonlight contracts as adjuncts will receive the \$250 per applicable course, up to \$4,000 total payment (regular and adjunct work) in a year. The calculation year resets beginning with summer quarter, immediately after spring quarter has concluded.

8.13.2 Adjunct faculty who hold an earned doctoral degree and who are employed (or are anticipated to be employed) over 1/6 FTE will be paid a \$250 stipend for each 5-credit (or higher) academic/program class that they teach, up to a maximum payment of \$4,000 per year, with no quarterly maximum. The calculation year resets beginning with summer quarter, immediately after spring quarter has concluded.

8.13.3 The doctoral stipend is not paid to instructors of community or continuing education classes.

**2. Tenure Payment: Scrivener's error – the following language was intended by all parties to be included in the contract.**

8.14 Tenure Payment. Upon granting of tenure, a regular faculty member will receive a one-time payment equal to three percent (3%) of their base pay. The payment will be included in the first payroll cycle of the academic year in which the award of tenure takes effect.

**3. Internships**

The \$250 per course payment for straight internships (see Article 8.6) will be paid retroactively to September 1, 2016.

For hybrid internships, the in-class instruction portion of course credit hours is included in class load and the straight internship is paid at \$250 per student. Payment will be made retroactively to September 1, 2016.

- i. Estimated retro fall quarter: None
- ii. Estimated retro winter quarter (based on 15 students):
  1. Lee Falta - \$1875
  2. Greg Rehm - \$1875
- iii. Estimated retro spring quarter (based on 13 students):
  1. Mike Massey - \$1625
  2. Lee Falta - \$1625

Payment for internships is made upon submission of grade.

#### 4. Determining CBA Eligibility for Community Ed and Self-Support Courses

In order to determine whether an instructor has reached 1/6 FTE employment and is covered by the provisions of the contract (see Article 1.1.2), the College will do a lookback each year in September to the previous fall, winter, and spring workloads. If eligible, then they remain eligible for one year. If the College reasonably expects that an employee will be eligible based on anticipated course load, the College will immediately identify this employee as being covered by the contract. This is in no way intended to change the temporary nature of the adjunct employee, who is employed on a quarter to quarter basis, or to guarantee a specific course load.

#### 5. Longevity Premium

In order to qualify for the adjunct faculty longevity premium (see Appendix B), an employee must meet the 1/6 FTE for contract eligibility and have completed 1,375 teaching hours for the College. The College will apply changes each quarter to faculty who newly meet the criteria. Eligibility will be determined beginning September 1, 2016 and the premium will be paid retroactively to September 1, 2016. After two years with no work for the College, employees will be removed from the system and must accrue another 1375 teaching hours to re-qualify for the premium.

#### 6. Full-Time Equivalency for Adjuncts

Effective September 1, 2017, if an adjunct faculty member teaches in programs under the Contact Hour model (see Article 6.8.3.a), the full-time equivalency is 275 teaching hours per quarter (25 hours x 11 weeks). If the adjunct faculty member teaches in programs under the Credit Based model (see Article 6.8.3.b), the full-time equivalency is 231 teaching hours per quarter (21 hours x 11 weeks). This language is used for purposes of establishing full-time equivalency for adjunct faculty only. It is not intended to affect the definition of workload for regular full-time tenured or tenure-track faculty, or full-time annualized faculty.

Signed: Kimberly Perry  
Bellingham Technical College

Date: 4/28/17

Signed: Mary Ann  
Bellingham Education Association

Signed: [Signature]