

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT (COLLEGE DISTRICT)**  
**AND**  
**SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)**  
**MAY 19, 2025**

**EXTRA PAY & REASSIGN TIME ASSIGNMENTS**

1. By this Memorandum of Understanding (hereinafter, "MOU"), the Southwestern Community College District (hereinafter, "District") and the Southwestern College Education Association (hereinafter, "SCEA") (hereinafter collectively referred to as the "Parties") agree to the following with respect to extra pay & reassign time assignments.
2. The Parties agree to the following:
  - a. Modification of [Provision 7.6.2](#) of the collective bargaining agreement (hereinafter "CBA"):

Addition of the following language (in bold):

*Bargaining Unit Members assigned to coach within the intercollegiate athletic and **Speech & Debate** programs shall receive additional compensation in accordance with the following provisions. **Retaining the right of assignment, the Dean or Dean's designee shall provide current Bargaining Unit Members reasonable written notice prior to the start of the assignment.***

***The Football program and the Basketball program are excluded from Provisions 7.6.2.1 & 7.6.2.1 as no Unit Members shall be assigned any Head Coach assignments.***

- b. A 10% increase to all positions listed on Southwestern Community College District Extra Pay Assignments (Appendix A) effective July 1, 2025, and deletion of the Art Gallery Exhibit assignment in lieu of the guaranteed Non-Contractual Reassign Time assignment stipulated in 2.d below. Revisions are set forth in **Exhibit A** attached hereto.
    - c. Include the Paralegal Program Coordinator (40%) to Other Contractual Reassign/Release Time for Full-Time Faculty/Ancillary Duty for Part-Time Faculty (Appendix C: Table 2) effective July 1, 2025, as set forth in **Exhibit B** attached hereto.
    - d. Guaranteed Non-Contractual Reassign Time pursuant to Provision 4.8.3 for the following assignments:
      - Art Gallery Coordinator (20%)

- Theater Production Coordinator (40%)
- Planetarium Coordinator (40%)

3. This MOU is effective immediately upon obtaining full signatures, and shall remain in effect through June 30, 2027. Unless otherwise agreed to by the Parties, upon the expiration of this MOU, all terms, conditions, and agreements stated in this MOU shall cease and return to those stated in the collective bargaining agreement between the Parties.
4. This MOU, consisting of a total of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral. All prior understandings, terms, or conditions are deemed merged into this Agreement.
5. Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by in writing, and effective when executed and by all parties to this MOU.
6. Any dispute regarding compliance with the terms of the MOU shall be adjudicated in accordance with the grievance procedure in Article 12 of the current collective bargaining agreement.
7. Non-Precedential: This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the collective bargaining agreement.
8. The parties to this MOU, through their duly authorized representatives, have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU. This Agreement is subject to the ratification procedures of each Party.

For SCEA:

*Candice Taffolla-Schreiber*

05/19/2025

Candice Taffolla-Schreiber, SCEA President

Date

For SWCCD:

*ARiggs*

05/19/2025

Angela Alvarez Riggs, AS/VP of Human Resources

Date

EXHIBIT A

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

EXTRA PAY ASSIGNMENTS

10% INCREASE EFFECTIVE JULY 1, 2025

ASSIGNMENTS	AMOUNT
ANNUAL DRAMA/MUSICAL/DANCE PRODUCTION	\$5,749
<del>ART GALLERY EXHIBITS</del>	<del>\$4,599</del>
CHEERLEADING ADVISOR	\$920
DANCE PROGRAMS - PUBLIC PERFORMANCE	\$4,024
DRAMA PERFORMANCES	\$5,749
INSTRUMENTAL MUSIC - PUBLIC PERFORMANCE	\$4,024
VOCAL MUSIC - PUBLIC PERFORMANCE	\$4,024
CLUB ADVISOR	\$2,874

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## EXHIBIT B

**Table 2: OTHER CONTRACTUAL REASSIGNED/RELEASE TIME FOR FULL-TIME FACULTY/ ANCILLARY  
DUTY FOR PART-TIME FACULTY  
Appendix C - Annual Reassignment**

S.C.E.A. President	80%
S.C.E.A. Vice President	20%
S.C.E.A. Secretary	20%
S.C.E.A. Treasurer	20%
S.C.E.A. Part-Time Representative	20%
S.C.E.A. Grievance Chair	20%
Five (5) Members of S.C.E.A. Negotiations Team	20% each
Tenure Review Coordinator	100% in Fall, 40 % in Spring
Faculty Advisor to the Sun Student Newspaper	40%
Two (2) Faculty Advisors to Forensics Team	One (1)@40% One (1)@20%
Student Learning Outcomes (SLO) Coordinator	60%
Curriculum Committee Faculty Co-Chair	60% in Fall 40% in Spring
Academic Technology Chair	20%
Communications and Research Officer/State Delegate	20%
Academic Senate President	100%
Vice President (will also lead Academic Program Review)	60%
President-Elect (term of one or two years is at the discretion of the Academic Senate)	40% (for one year), or 20% (for two years)
Presiding Chair, Council of Chairs	20%
<b>Paralegal Program Coordinator</b>	<b>40%</b>

Part-time Unit Members do not receive reassigned time. The amounts represented herein are total hours over the course of one academic year. The hourly wage for these assignments shall be the appropriate laboratory rate paid off the "SALARY SCHEDULE FOR ACADEMIC PART- TIME/OVERLOAD SERVICE" contained in Appendix A. Should the union wish to compensate part- time Unit Members at a higher hourly rate, it may do so if reimbursement is made to the District for the difference between the rate specified therein and the higher rate.

Should a part-time Unit Member be elected or appointed to serve as an officer or in a position listed in Table 1 above (in Appendix C), the LHE for the stated position will be converted to its equivalent hours and paid by the District according to the formula:  $1\text{LHE}=2.33 \text{ hours} \times 18 \text{ weeks} \times 2 \text{ semesters} = \text{academic year hours}$  (see example calculations below).

Member of Negotiations Team	252 hours
Part-time Representative	252 hours

Should the union wish to create assignments in addition to those specified in Table 1 above (in Appendix C) it may do so if full reimbursement of cost is made to the District.

The assignments listed in Table 1 above (in Appendix C) and the assignments purchased by the SCEA qualify for the determination of eligibility and share of cost for health and welfare benefits.









# FINAL - Extra Pay & Reassign Time MOU

Final Audit Report

2025-05-19

Created:	2025-05-19
By:	Chela (Maricela) Cholula (mcholula@swccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0j3YWbwh08fUZggGaGZcpSqKrvyt95dg

## "FINAL - Extra Pay & Reassign Time MOU" History

-  Document created by Chela (Maricela) Cholula (mcholula@swccd.edu)  
2025-05-19 - 4:16:36 PM GMT- IP address: 209.129.112.6
-  Document emailed to Candice Taffolla-Schreiber (ctaffolla@swccd.edu) for signature  
2025-05-19 - 4:18:02 PM GMT
-  Email viewed by Candice Taffolla-Schreiber (ctaffolla@swccd.edu)  
2025-05-19 - 4:29:46 PM GMT- IP address: 209.129.113.10
-  Document e-signed by Candice Taffolla-Schreiber (ctaffolla@swccd.edu)  
Signature Date: 2025-05-19 - 4:33:51 PM GMT - Time Source: server- IP address: 209.129.113.10
-  Document emailed to Angela Riggs (ariggs@swccd.edu) for signature  
2025-05-19 - 4:33:52 PM GMT
-  Email viewed by Angela Riggs (ariggs@swccd.edu)  
2025-05-19 - 5:15:01 PM GMT- IP address: 104.47.56.126
-  Document e-signed by Angela Riggs (ariggs@swccd.edu)  
Signature Date: 2025-05-19 - 5:15:33 PM GMT - Time Source: server- IP address: 209.129.112.6
-  Agreement completed.  
2025-05-19 - 5:15:33 PM GMT