

April 19, 2018

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT**  
**AND THE PALOMAR FACULTY FEDERATION**


This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Appendix F: Extra Duty Stipend/Reassignment Salary Schedule.

The position of Tenure and Evaluations Review Board (TERB) Coordinator requires a distinct and significant learning curve in order to ensure the continuation of appropriate and compliant evaluations, especially during the transition period between coordinators. Lawrence Hamilton-Lawson has been appointed by the Faculty Senate and the Superintendent/President as TERB Coordinator, starting June 1, 2018. Due to the recent changes in TERB practices, including the shift to online evaluations, and the lack of appropriate staffing in the TERB office, it is anticipated that the workload during his first semester as TERB Coordinator will be higher than usual. For that reason, Lesley Blankenship-Williams, outgoing TERB Coordinator, will receive a one-time stipend of \$1337.82 for up to 50 hours of training of Lawrence Hamilton-Lawson over Summer 2018. Lawrence Hamilton-Lawson will receive a one-time increase of the provided release time for the position during the Fall 2018 semester, increasing the 160% (1.6 FTE) to 180% (1.8 FTE) for the 2018-19 year only, allowing him to take 100% release time during the Fall 2018 semester, and the typical 80% release time during the Spring 2019 semester.

Dated: 4/19/18

  
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Lisa M. Norman  
Assistant Superintendent/Vice President,  
Human Resource Services

Dated: 4/19/18

  
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Jenny Ferrero  
Lead Negotiator, PFF

Dated: 4/19/18

  
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Teresa Laughlin  
Co-President, PFF

Dated: 4/19/18

  
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Colleen Bixler  
Co-President, PFF