

**May 27, 2022**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT &  
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”), collectively “the parties” and is in relation to Article 15: Compensation.

Due to the deadlines for HEERF grant allocation completion and expenditure of funds, the parties agree that the CALM Faculty Coordinators William Carrasco and Anastasia Zavodny will each be compensated for up to eight hours of work each per week during the time between May 31, 2022 and August 19, 2022 (twelve weeks total). This compensation will cover the necessary work of the CALM Coordinators to correspond with grantees, maintain budget and expenditures, and prepare for the fall semester. Funding for these hours shall come from the HEERF CALM funding allocation.

Duties include:

Correspondence with grantees throughout the summer (6 hours per coordinator per week)

- Coordinate and assist faculty grant awardees to ensure that deadlines and deliverables are achieved (there are at present 5 deliverable deadlines, with one corresponding to the end of Summer). This also includes assisting faculty with editing, proofreading, and implementation testing for their unique projects.
- Hold regular office hours to assist faculty grantees in the 2022 CALM HEERF Grant and to answer questions district-wide.
- Answer questions from all CALM HEERF grant participants regarding accessibility and applicable federal and state laws, policies, regulations and standards.
- Identify and clearly document accessibility issues and provide remediation recommendations ensuring that accessibility checks are carried out in a timely manner.

Budget and expenditures (1 hour per coordinator per week)

- Oversee faculty grant program budget and expenditures, including quarterly reporting and accounting.
- Processing paperwork for late Spring/Summer grantee completers

Preparation for Fall (1 hour per coordinator per week)

- Ensure proper ZTC/LTC labels are displayed in the online class schedule for Fall 2022 with ongoing correspondence with campus Bookstore.
- Create and prepare Professional Development events for Fall 2022 plenary, including ongoing CALM HEERF grant check-in sessions, CALM Showcase, Information sessions for the Palomar community, and more.
- Organize grant project submission forms and deliverables from summer projects for the CALM committee to review.

- Create the CALM committee calendar for the upcoming academic year and set agendas for September meetings.

Dated: May 31, 2022

David Joseph Montoya III

[David Joseph Montoya III \(May 31, 2022 08:51 PDT\)](#)

David Montoya  
Assistant Superintendent/Vice President, Human  
Resource Services

Dated: May 27, 2022

Jenny Fererro

Jenny Fererro  
Lead Negotiator, PFF

Dated: May 28, 2022

Lawrence Lawson

Lawrence Lawson  
Co-President, PFF

Dated: May 27, 2022

Barbara Baer

[Barbara Baer \(May 27, 2022 15:14 PDT\)](#)

Barbara Baer  
Co-President, PFF












# MOUCALMSum22stipend (002)


Final Audit Report

2022-05-31

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