

**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 Appendix F- Extra Duty Stipend/Reassignment Salary Schedule.


Due to the additional workload and continued deadlines for HEERF grant allocation completion, the parties agree that the District will provide 20% reassigned time for a faculty CALM Grant Coordinator in Spring 2023. This position is in addition to the faculty CALM Coordinator receiving 20% reassigned time that is currently listed in Appendix F. The parties agree to revisit the permanence of this position based on grant status, workload, and ongoing funding in the future.

Responsibilities of the CALM Grant Coordinator would include assisting the CALM Coordinator in performing all the duties listed below:

- Oversee faculty grant program budget and expenditures, including quarterly reporting and accounting.
- Coordinate and assist faculty grant awardees to ensure that deadlines and deliverables are achieved.
- Complete the Creative Commons Certificate training program and advise faculty on appropriate Creative Commons licensing.
- Attend and serve on the CALM Committee.
- Advocate for OER resolutions of support from the Faculty Senate, College Council, and Associated Student Government (ASG).
- Advise on open education resource matters or issues related to Faculty Senate, Department Chairs, and other groups as needed.
- Work collaboratively with CALM Coordinator to plan and deliver Professional Development activities.
- Work collaboratively with the CALM Committee to curate Equity and Accessibility Canvas training modules for grant awardees.
- Attend OER-related conferences and professional development programs.
- Oversee faculty grant program, including coordinating funding, accounting, faculty payments, etc.
- Maintain the CALM website.
- Assist faculty grant awardees to ensure that deadlines and deliverables are achieved, including assisting faculty with editing, proofreading, and implementation testing.
- Increase campus awareness and offerings of Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) courses, by increasing ZTC and LTC combined course offerings.
- Ensure proper ZTC/LTC labels are displayed in the online class schedule.

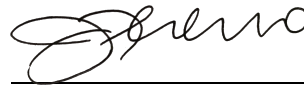
- Hold regular Office Hours to assist faculty in ZTC/LTC conversion and to answer questions districtwide.

Dated: Jan 12, 2023


Joseph Sanchez (Jan 12, 2023 09:55 PST)

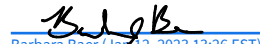
Joseph Sanchez
Lead Negotiator, PCCD

Dated: Jan 12, 2023



Jenny Fererro
Lead Negotiator, PFF

Dated: Jan 12, 2023


Barbara Baer (Jan 12, 2023 13:26 EST)

Barbara Baer
Co-President, PFF

Dated: Jan 12, 2023



Lawrence Hamilton Lawson
Co-President, PFF












CALM MOU 1.11.2023

Final Audit Report

2023-01-12

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By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs8n83hm_hwnUqgEvUUg1Eona7YEnvLh0

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2023-01-12 - 6:26:14 PM GMT