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Onondaga Cc Federation Of Teachers

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AGREEMENT

BETWEEN

ONONDAGA COMMUNITY COLLEGE

AND

THE ASSOCIATION OF

COLLEGE ADMINISTRATORS OF

ONONDAGA COMMUNITY COLLEGE

1996-2000

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AGREEMENT, made this 1st. day of September, 1996, by and between
ONONDAGA COMMUNITY COLLEGE (hereinafter referred to as
"College")

and

ASSOCIATION OF COLLEGE ADMINISTRATORS OF ONONDAGA COMMUNITY
COLLEGE (hereinafter referred to as "Association" and/or
"ACA").

PREAMBLE

The College and Association enter into this agreement willingly and with the full optimism that the written agreement of the conditions for administrative employment at the College will be for the distinct benefit of the College operation as a whole. They mutually pledge to work conscientiously within the framework of the agreements herein displayed. It is their goal to allow clarity of rights and responsibilities, and process for the settlement of disagreements and for all to act in the good interests of the continuous and orderly management of the College.

The parties to this agreement do not and will not discriminate in any matter contrary to law with regard to the application of the terms and conditions of this agreement to any member of the bargaining unit.

STATUTORY COMPLIANCE

Section 204 (a) of the Civil Service Law of the State of New York, commonly referred to as the Taylor Law, requires the following paragraph to be included within any labor agreement executed between a public employer and its public employees:

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PROMOTE ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE I - Agreement Scope

The College and ACA acknowledge that during the negotiations which preceded this agreement each party had the unlimited right and opportunity to make demands and proposals with respect to any subjects or matter and that the understanding and agreements arrived at between the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the College and ACA agree that during the life of this agreement neither the College nor the ACA shall be obliged to negotiate collectively with respect to any subject or matter referred to or

covered in this agreement or with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subjects or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated and signed this agreement.

ARTICLE II - Management Rights

1. Except as expressly modified or limited by the provisions of this agreement, the County Legislature, the Board of Trustees and the College President retain all authority, rights, and responsibilities possessed as regular and customary functions of management including but not limited to:
 - A. The right to determine the mission, purposes, objectives, and policies of the College.
 - B. To determine facilities, methods, means, and number of personnel required for the conduct of such College programs.
 - C. To formulate any reasonable rules and regulations.
 - D. To schedule classes and other activities.
 - E. To select, recruit, hire, appraise, train, retain, promote, assign and transfer employees.
 - F. To direct, deploy, and utilize employees.
 - G. To establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions.
 - H. To discipline or discharge employees in accordance with law and the provisions of this agreement.
 - I. To contract for, subcontract or purchase any work, operation or delivery of service, program or activity of the College currently performed by Association bargaining unit personnel in their respective functional areas upon prior notification to the Association President.
2. All the rights, powers, and authority which have not been specifically abridged, terminated, or modified by this agreement are recognized by ACA as being retained by the County Legislature, the Board of Trustees, and the College President.

ARTICLE III - Association Status

1. The Association of College Administrators bargaining unit comprises positions in the professional service as defined by subdivision 2 of section 6306 of New York Education Law as determined by the Onondaga Community College Board of Trustees with the approval of the Chancellor of the State University of New York.

Excluded from this definition are personnel (1) who formulate policy, (2) who assist directly in the preparation for and conduct of collective negotiations or have a major role in the administration of agreements or in personnel administration, (3) who assist and act in a confidential capacity to personnel described in the preceding clauses of this sentence, and (4) the following titles annexed herein and others as mutually agreed by the Association and the College.

Inclusion or exclusion in the Association bargaining unit of new positions created by the College subsequent to the date of this agreement shall be preceded by discussion with the Association. Any impasse in this area shall be submitted to the Public Employment Relations Board for resolution.

2. RECOGNITION. The College hereby recognizes the Association of College Administrators as the bargaining representative for administrative positions listed below:

Admissions Assistant
Admissions, Assistant Director of
Admissions, Director of
Assistant to Coordinator for Health Services
Bursar
Business Development, Assistant Director
Campus Facilities, Assistant Director of
Campus Facilities/Operations, Assistant Director of
Campus Facilities, Director of
Center for Educational Opportunity, Assistant Director of
Center for Educational Opportunity, Director of
Conferences, Seminars and Co-Sponsored Programs, Assistant
Director of
Content Tutoring, Coordinator
Cooperative Education and Placement Services, Director of
Financial Aid, Assistant Directors of
Financial Aid, Director of
Financial Services, Assistant Director of
Grant-Funded Coordinator/Advocate (PACE)
Grant-Funded Coordinator/Job Developer (PACE)
Grant-Funded Coordinator/Job Developer (PACE/VEA)
Grant-Funded Coordinator (TECH PREP Program)
Grant-Funded Director (TECH PREP Program)
Grant-Funded Program Assistant/Job Developer
Grant-Funded Program Coordinator (CSTEP)
Grant-Funded Program Director (PACE)
Grants Officer

Health Services, Coordinator of
Information Technology Initiatives, Director
Learning Disabilities Assistance Program Assistant Coordinator
Learning Disabilities Assistance Program Coordinator
Learning Support and Veteran Services, Director of
Lifelong Learning, Director of
Management Services, Assistant Director of
Management Services, Director
Project Accounting, Coordinator of
Public Information, Director of
Public Safety Institute, Director of
Registrar
Registrars, Associate
Services for Students with Special Needs, Coordinator of
Small Business Development Center, Assistant Director
Small Business Development Center, Director
Student Activities and Intercollegiate Athletics, Director of
Student Enrollment Services, Director of
Workforce and Business Development, Director
Workforce Development, Assistant Director

2. No-Strike Provision. The ACA affirms that it does not assert the right to strike nor to assist, to participate in any strike, nor to impose an obligation to conduct, assist, participate in any strike, slowdown or work stoppage during the life of this agreement.
3. Membership. Membership in the ACA shall not be a condition of employment and the College agrees that there shall be no discrimination, interference, restraint, or coercion by the College against any employee because of his/her membership and/or his/her activities in ACA business.
4. Payroll Deduction. The College will, upon thirty (30) days notice and upon receipt of a written and signed direction from each employee, deduct from the wages due such employee in any month the regular dues fixed by the ACA.

As long as permitted by law, the College will deduct an agency shop fee, equal in amount to dues, from the wages of those individuals who are members of the ACA bargaining unit but who choose not to become ACA members.

The College will remit dues and agency shop fee deductions to the ACA on a regular basis.

The ACA affirms that it has adopted such procedures for refund of agency shop fee deduction as required by Section 208.3 (b) of the New York State Civil Service Law.

5. Indemnification. The ACA shall indemnify, defend, and hold the College, its officers, officials, agents, and employees harmless against any claim, demand, suit or liability (monetary or otherwise), and all legal acts arising from any action taken or not taken by the College, its officials,

agents, and employees in complying with this section of the agreement. The ACA shall promptly refund to the College, which shall refund to the employee any funds received in accordance with this agreement which are in excess of the amount of dues or other deductions which the College has agreed to deduct. The College shall not deduct any Association fines, penalties, premiums, or special assessments from the pay of any bargaining unit member.

6. Association Local Representative. The elected President of ACA or, in his/her absence, his/her designee shall act as ACA local representative and shall have the right, with or without counsel, on behalf of ACA to confer with College representatives regarding terms and conditions of this agreement. ACA shall notify the College in writing of any change of this representative's designation and authority and any change in either.
7. Personnel File. Individual personnel files relating to employees covered by this agreement shall be kept in the Office of Human Resources and no other official personnel file shall be maintained.

Individual personnel files shall be confidential, but each individual shall have the right to review his/her own personnel file in the Office of Human Resources at any reasonable time and he/she may be accompanied by an advisor of his/her own choice.

A copy of any material either to be placed in or removed from an administrator's file will be forwarded to the administrator.

8. Provision of Certain Information. The College, upon reasonable and timely request by the authorized representatives of ACA, shall provide available public information and other information required by law for the purpose of assisting in the administration of resultant grievances arising under this agreement. In addition, the College will provide notification to ACA of all rules and regulations promulgated by the College.
9. Association Released Time. The President of the ACA or his/her designee shall be granted six (6) days released time annually for attendance at State and National affiliates meetings.

ARTICLE IV - Working Conditions

1. Date of Initial Hire. Date of initial hire shall be defined as the date that an employee was first appointed by the College to a bargaining unit title and followed by continuous service in a bargaining unit title.

2. Continuous Service. Continuous service shall be broken by any one of the following actions:

- A. Resignation
- B. Termination or suspension not followed by reinstatement.
- C. Discharge
- D. Retirement
- E. Failure to return to work within ten (10) working days following a paid or unpaid leave of absence.
- F. Failure to accept a reappointment within one (1) calendar month pursuant to a reduction in staff.

Upon completion of satisfactory probationary service, a three (3) year term appointment shall be offered. During this term appointment, dismissal shall be for just cause and subject to the provisions of Article VIII of this agreement.

At the completion of the term appointment, a continuing appointment may be offered. However, should said employee be offered and accept a continuing appointment, dismissal shall be for just cause and subject to Article VIII of this agreement.

3. Working Conditions. All Administrators covered by this agreement shall be hired for a twelve (12) month probationary period to be understood as part of the job description and clearly stated at the time of first hire. Nine (9) months from the time of first hire, an evaluation of the Administrator's job performance will be conducted. This evaluation will take no more than one (1) calendar month to complete. At that time, a decision will be made to:

- A. Recommend that a term appointment be offered at the conclusion of the evaluation process;
- B. Recommend termination; or
- C. Extend probationary period up to six (6) additional months at the conclusion of the evaluation process.

Notification of the above noted action will be forwarded to the employee and ACA President.

An extension of the probationary period may be recommended in situations where a complete, accurate appraisal of the new hire's job performance cannot be obtained. The justification and rationale for such an extension will be put into writing to the employee and ACA President and will include:

- A. The reason for the extension;

- B. Areas to be focused upon during the extension;
- C. Length of extension;
- D. Date of supplemental evaluation;
- E. Date of final decision regarding recommendation for offering term appointment or termination;
- F. Date of notification to employee and ACA President of final decision.

Upon completion of satisfactory probationary service, a three (3) year term appointment shall be offered. During this term appointment, dismissal shall be for just cause and subject to the provisions of Article VIII of this agreement.

4. Acting/Interim Appointment.

- A. (i) An acting appointment shall be defined as a appointment of a bargaining unit member to a vacant bargaining unit position as an intermediary or temporary measure. Employees so appointed shall serve at the pleasure of the President. Any bargaining unit employee accepting such appointment shall not lose any current rights or benefits by reason of accepting said appointment.

In the event that an employee serving in an acting appointment is granted a permanent appointment to that position, the employee shall serve a probationary period of not greater than eighteen (18) months provided that any period of time served in an acting appointment shall reduce said probationary period on a month-for-month basis; that is, reduced by the number of months served in the acting capacity. Said probationary period shall be stipulated in writing by the President or his/her designee at the time of permanent appointment to the position.

(ii) An interim appointment shall be defined as an appointment of an employee from outside the bargaining unit to a vacant bargaining unit position as an intermediary or temporary measure. Employees so appointed shall serve at the pleasure of the President.

(iii) Acting or interim appointments will last no longer than three (3) years. Individuals appointed on either an acting or interim basis will serve a probationary period of twelve (12) months (which may be extended up to six (6) additional months). Upon successful completion of probation, individuals shall be offered a term appointment.

If the appointment is continued beyond three (3) years, then the incumbent will be serving the final year of a three year appointment, and he/she will no longer be considered an acting or interim appointee.

Individuals appointed on an acting or interim basis shall have the same probationary period and term appointment as all other bargaining unit members.

No interim appointee shall be terminated to thwart the maximum three (3) years stated above.

- B. The President shall notify the Association in writing within thirty (30) days of the former's decision to extend or terminate the probation period of an individual appointed on an acting or interim appointment.

5. Promotions.

- A. A promotion shall be defined as a permanent appointment to a bargaining unit position offered to a member of the bargaining unit pursuant to the selection of the employee from among those bargaining unit employees currently employed at the College.

- B. (i) In the event that an employee other than those serving an acting or interim appointment is offered and accepts a promotion to a position within the bargaining unit, said employee shall serve a probationary period of one (1) year.

(ii) In the event that an employee serving an acting appointment is promoted to a position within the bargaining unit, the employee shall serve a probationary period of one (1) year provided that any period of time served in an acting appointment in excess of nine (9) months shall reduce said probationary period on a month-for-month basis; that is reduced by the number of months served in the acting capacity in excess of nine (9) months.

- C. Upon successful completion of the probationary period as set forth above, an employee shall be required to continue in service for that time remaining unserved from their previous position.

- D. The provisions of this Section 5 shall not be applicable to employees serving in interim appointment.

6. Secondary Employment. Administrators who engage in employment outside the College understand and agree that their employment with the College is of basic and primary importance, that secondary employment shall not interfere or conflict with their employment with the College and that secondary employment shall not inhibit or impede the efficient and

effective performance of their job duties, responsibilities or attendance. Administrators engaged in secondary employment shall provide prior written notice thereof to the President.

7. Parking. The College will make every reasonable effort to provide all campus based administrators covered by this agreement with a parking area for personal vehicles near to the building in which their office is located.

ARTICLE V - Continuation/Termination of Contracts.

1. Contracts for members of ACA shall normally terminate at the end of the College's fiscal year, August 31st. Notice of termination or continuation shall be as follows:
 - A. A probationary employee shall be notified of termination or renewal, in writing, at least two (2) months prior to the expiration of his probation period.
 - B. For administrators on a term appointment, written notice of termination or renewal shall be made in writing at least four (4) months prior to the expiration of the term appointment.
 - C. Administrators on a continuing appointment will be given at least twelve (12) months notice if they are to be terminated due to a reduction in staff, for whatever reason. Before such notice is given, the appropriate Vice President will research all possible alternatives to such a lay-off including appointment to another position at the College. The notice requirement for administrators on a continuing appointment to a grant-funded position, who are to be terminated due to the discontinuance of outside funding, shall be that specified by paragraph 4. of this Article.
 - D. The parties further understand and agree that if an employee's services are terminated for just cause, e.g. incompetency or misconduct, no time period is required.
2. Normalization of Term Appointments. In order to normalize term appointments commensurate with the College fiscal year, and subject to and upon completion of probationary period and an offer of renewal, the first year of term appointment will be considered to have commenced from the September 1st nearest to the termination of the probationary period. All terms, conditions, and responsibilities attendant to a term appointment will take effect immediately upon the successful completion of a probationary appointment.
3. Reduction in Staff.

If an appointment, other than a probationary appointment, is terminated due to a reduction in staff, for whatever reason except for incompetency or misconduct, the released

administrator's contract shall not be filled within a period of two (2) years, unless the released administrator has been offered reappointment to the position.

Administrators on a continuing appointment who are notified of their termination due to a reduction in staff, for whatever reason except for incompetency or misconduct, may apply as an internal candidate to College-wide notices of vacant positions until their appointment terminates.

4. Grant-Funded Appointments.

Persons employed by the College under the terms of a grant are considered grant-funded appointments.

The College shall inform the Association of any positions newly created under the terms of a grant.

If the Association seeks the position(s) as a bargaining unit position, then the parties shall determine through negotiations or through PERB whether the position(s) is a bargaining unit position.

If the position(s) is determined to be a bargaining unit position, then the terms and conditions of employment stipulated by the current collective bargaining agreement between the College and the Association shall apply except as provided in the paragraph following.

The College shall not be obligated to continue grant-funded appointees and their positions when outside funding is discontinued notwithstanding Article V of the current collective bargaining agreement between the College and the Association. The College shall notify the Association and the grant-funded appointee of the discontinuance of outside funding as soon as possible after the funding source notifies the College that the funding source discontinued grant funding.

A bargaining unit member who holds a term or continuing appointment to a grant-funded position terminated due to the discontinuance of grant funding shall be offered for a period of one (1) year from the date of termination reemployment to an unencumbered bargaining unit position, should an unencumbered position be available, equivalent in its content, duties, responsibilities, requirements, and obligations to that held by the bargaining unit member at the time of termination, provided that he/she is presently qualified to perform the work of the position without further training. If the terminated bargaining unit member accepts the offer, then reemployment shall be for a period not to exceed one (1) year. The terminated bargaining unit member may, during this one (1) year period, apply as an internal candidate to College-wide notices of vacant positions. In the event a discontinued grant is refunded, a bargaining unit member who accepts

reemployment pursuant to the conditions enumerated in this paragraph shall maintain continuous service as defined by Article IV, 2., B. of this agreement.

In the event two (2) or more appointments to grant-funded positions with the same title are terminated, offers of reemployment, if any, shall be made in seniority order, i.e. inverse order of appointment.

Offers of reemployment shall be sent to the bargaining unit member by registered mail, return receipt requested, provided that the bargaining unit member must notify by registered mail, return receipt requested, the College President of his/her acceptance or rejection of the offer within five (5) days after receiving the offer. The College shall be deemed to have fulfilled its obligations by mailing the offer of reemployment by registered mail, return receipt requested, to the mailing address provided by the bargaining unit member, it being the obligation and responsibility of the bargaining unit member to provide the Office of Human Resources with his/her latest mailing address.

Offers of reemployment shall extend to fill unencumbered positions in existence during the one (1) year period which commences after the termination of an appointment due to discontinuance of grant funding and not to new positions created during the aforementioned one (1) year period to staff new programs, services, or initiatives.

ARTICLE VI - Personnel Policies

1. A. Health Benefits. The College agrees to provide individual and family health benefit coverage under the Onondaga County Health Benefits Program to all members of the bargaining unit who submit the requisite enrollment card.

Effective upon the adoption of this agreement by the Board of Trustees, bargaining unit members enrolled in the Onondaga County Health Benefits Program shall contribute \$10 per month for individual coverage and \$20 per month for family coverage.

Effective January 1, 1995, the following deductibles shall apply: \$100 per year for individual coverage and \$300 per year for family coverage.

Effective January 1, 1995, deductibles met in the last three (3) months of one (1) calendar year, will not be carried over to the next year.

- B. Dental Benefits. The College agrees to provide dental benefit coverage under the Onondaga County Dental Benefit Program (M Basic plus 100% prosthetic coverage) to all members of the bargaining unit who submit the requisite

enrollment card. Coverage shall be extended to said members only at no cost. Effective January 1, 1983, the above dental insurance coverage shall be extended to include properly enrolled eligible dependents of the member as defined by the Program. The College and the member shall contribute 50% of the cost of the dependency coverage under said plan or those members electing to obtain such coverage until December 31, 1994. Effective January 1, 1995, employees who elect dependency coverage shall contribute \$5 per month.

- C. The College reserves the right to self-insure, alter insurance plans or change insurance carriers provided that any new plan or change shall be substantially the same as or improve the coverage and/or benefits as provided by the above-stated plans.
- D. Life Insurance. All administrators covered by this agreement shall be provided with life insurance benefits in accordance with SUNY approved plan through the Teacher's Insurance and Annuity Association (TIAA).
- E. Disability Benefits. All administrators covered by this agreement shall be provided with disability benefits in accordance with SUNY approved plan through the Teacher's Insurance and Annuity Association (TIAA).

2. Leaves with Pay.

- A. Personal Leave. Three (3) personal leave days per calendar/fiscal year shall be granted to all full-time administrators. Personal leave days are intended to be used for religious observances or for personal business which cannot be conducted during non-working hours. All requests for personal leave shall be made in advance of the date intended and shall be subject to advance approval by the responsible Vice President. However, advance request and approval shall not be required in instances of emergencies that are beyond the control of the administrator provided that adequate notice is given to the College.

Upon written request of the Administrator, made one month prior to the commencement of the College's fiscal year, the President or his/her authorized designee may authorize a conversion of not more than three (3) unused personal leave days to sick leave. This conversion shall take effect with the commencement of the College's fiscal year, the first of September, provided that the converted amount of personal leave does not exceed the 165 days provided in Article VI, 2-B(i), of the agreement.

- B. Sick Leave.

- (i) General Sick Leave. Sick leave credit is earned by

full-time employees at the rate of one (1) day for each month of service. No credit for sick leave under this section shall have been deemed earned until the employee has completed three (3) months of consecutive service and unless he/she has been on full pay status for at least fifty percent (50%) of the working days in the calendar month. Fifty percent (50%) of the working days in the calendar month shall not include the days which accumulated sick leave is being used by the employee. Unused sick leave credit shall accumulate to, but not exceed, one hundred sixty-five (165) days.

(ii) Extended Sick Leave With Pay. Employees with five (5) or more years of satisfactory service may, in the case of verified serious and protracted illness, receive additional sick leave with full pay provided that all other leave credits have been exhausted. Such additional sick leave may be granted at the discretion of the President and shall be based on the following:

<u>Time (Completed, Active Service)</u>	<u>Additional Sick Leave</u>
Five (5) to ten (10) years	One (1) month
Ten (10) to fifteen (15) years	Two (2) months
Fifteen (15) or more years	Three (3) months

- C. Vacation. All bargaining unit members returning to service as of 9/1/96 shall be granted twenty-two (22) vacation days per year.

Vacation must be approved in advance by the responsible Vice President. In the event the administrator is unable to utilize his/her allotment of vacation time, the President or his/her authorized designee may authorize a carryover of not more than ten (10) unused vacation days up to a maximum of thirty-two (32) days to be utilized during the following fiscal year. A maximum of seven (7) days of unused vacation time in excess of ten (10) unused vacation days may be converted to sick leave. The carryover provision, as noted above, shall take effect with the commencement of the College's fiscal year, the 1st. of September.

For bargaining unit members hired on or after 9/1/96 the rate of accumulation shall be as follows:

1st year:	11 days
2nd - 4th years:	16 days
5th year and following:	22 days

- D. Jury Duty. Upon showing proof of a call to jury duty to the Onondaga Community College Office of Human Resources, an administrator covered by this agreement shall be granted leave with pay for such purpose. Administrators shall not be compensated additionally for such jury duty while using such leave with pay.

- E. Bereavement Leave. Administrators covered by this agreement may be granted leave of absence with pay because of death in the administrator's immediate family for up to four (4) working days. Immediate family includes spouse, parent, child, brother, sister, a person occupying the position of a parent or child, or a close relative who is an actual member of the administrator's household.

Leave with pay of one (1) working day may be granted to employees in the event of death of other near relatives such as the administrator's aunts, uncles, first cousins, grandparents, and in-laws.

- F. Sabbatical Leave. An administrator may request sabbatical leave after four (4) consecutive years of service, and upon the favorable recommendation of the President, the Board of Trustees may grant the request. Consecutive years of service shall include all sick leaves. Leaves without pay followed by reinstatement shall not be included, but shall not be considered an interruption of otherwise consecutive service. Such leaves may be used for planned travel, study, formal education, research, writing, and other experience of professional value. Sabbatical leaves shall be granted for one year (1) year at one-half (1/2) salary or one-half (1/2) year at full salary.

Applications for sabbatical leave must be made in writing and delivered to the President's office by October 15, of the fourth or subsequent year for leaves intended to commence the following academic year. The application shall clearly indicate the purpose of the leave and, if for study, the name of the institution at which the study is intended, the identity of the study, the courses to be pursued, their relationship to the applicant's discipline, and its immediate or ultimate value to the College. Applications for purposes other than outlined above shall state in detail their specific educational objective in direct relationship to the applicant's field of endeavor and shall demonstrate the benefit which such leave will bring to the individual and to the College. The selection by the President shall be announced on or before March 15th.

The period of sabbatical leave shall be credited as continuous service for all fringe benefits such as retirement, insurance, and the like, and shall continue in effect during such leave. An administrator returning from sabbatical leave shall have the right to return with seniority rights to the department which he/she left.

If an administrator fails to return to Onondaga Community College and complete one (1) full year of service, he/she must repay the full amount of money received while on

sabbatical leave.

An administrator granted sabbatical leave, within three (3) months subsequent to his/her return to the College, shall submit to the President of the College a report detailing the activities, accomplishments, and results of the travel, formal education, research, writing or experience and its practical impact and value to the Administrator and to the College.

G. Severance Leave

Upon resignation, retirement, or layoff, a bargaining unit member will receive a lump sum cash payment up to thirty-nine (39) days of earned and unused vacation, eligible floating holidays, and personal leave, provided that notice of resignation or retirement is on file in the Office of Human Resources at least two (2) weeks prior to the bargaining unit member's last day of work.

Entitlement for a lump sum payment is figured from the commencement of the fiscal year in which the resignation, retirement, or layoff occurs and must be certified by the Office of Human Resources. The immediate supervisor of the bargaining unit member who has resigned, retired, or been laid off is responsible for identifying a source of funding severance leave. The immediate supervisor's Vice President must approve the source of funding or provide an alternative source.

The severance leave entitlement for vacation is 1.83 days per month in addition to vacation carried over from the previous fiscal year. Vacation leave credits will not be earned or accumulated during any month where a bargaining unit member is absent without pay more than fifty (50%) per cent of the working days.

The severance leave entitlement for personal leave is credited at the rate of one (1) day for each four (4) months of service since the commencement of the fiscal year in which the resignation, retirement, or layoff occurs.

The total lump sum payment may not exceed thirty-nine (39) days. Employees may not be retained on the payroll in budgeted items following the last day of work in order to use any uncompensated leave benefits.

When a bargaining unit member is reinstated within one (1) year of resignation or layoff any unused sick leave credits which remained at the time of resignation or layoff shall be restored to the bargaining unit member upon reinstatement.

In the event of the death of a bargaining unit member while on active pay status, the College shall pay in a lump sum cash payment all earned and unused vacation, eligible floating holidays, and personal leave to the estate of the bargaining unit member.

- H. Each member of the Association, or his/her immediate supervisor, shall be responsible for forwarding to the Office of Human Resources a written monthly report regarding said employee's attendance, the use of any and all leaves, and the accumulation thereof where appropriate.

3. Leaves Without Pay.

- A. Continuing Education. Leaves up to one (1) academic year without pay shall be granted upon request to those persons who wish to continue their education, after approval by the President.
- B. Professional. Leaves up to one (1) academic year without pay shall be granted upon request to those persons who wish to advance their professional growth through industrial experience or research, after approval by the President.
- C. Special and Extensions of Leave. The President, at the request of the individual, may grant an extension of leave.
- D. Parental Leave. Leave may be granted to any member of ACA for up to twelve (12) months for the purpose of child birth and child care. Such leave shall not be limited so as to exclude paternal child care, nor shall it exclude care of a child obtained through adoption at the age of five (5) or younger.

All or any portion of leave taken for child care may be charged to available vacation, holiday, and personal leave. A maximum of ten (10) accrued sick days may also be used. Application for any leave without pay for child care shall be made to the President and shall not exceed twelve (12) months when combined with a paid portion of such leave.

Employees on child care leave shall be reinstated at their rank and seniority held at the time of their departure.

Any employee covered by this contract may be asked to provide services on a consultation basis with the College during his/her child care leave, should this prove necessary and/or beneficial to the College and to the employee. The employee's accumulated vacation time would be increased one (1) day for every day worked as a

consultant. Should the employee be called in during any unpaid portion of his/her leave, the employee will receive compensation commensurate with the prorated daily rate of his/her annual salary.

4. Retirement. Members of the bargaining unit shall be covered under the New York State Teacher's Retirement System, by New York State Employee's Retirement System or by the Teachers' Insurance and Annuity Association of America (TIAA) and its affiliate, the College Retirement Equity Fund (CREF).
5. Educational Benefits.
 - A. Tuition waivers may be requested for any employee at Onondaga Community College taking any courses at State University of New York member colleges.
 - B. Administrators, their spouses, and children shall be allowed to take courses at the College for credit or audit, without tuition cost, on a space-available basis.
 - C. The benefits under this section shall be subject to College policy and all limitations set forth therein.
6. Legal Holidays. The following legal holidays will be observed by the College:

New Year's Day	Independence Day
Lincoln's Birthday	Labor Day
Washington's Birthday	Columbus Day
Memorial Day	Election Day
Veterans Day	Christmas Day
Thanksgiving Day	Martin Luther King's Birthday

The above holidays are included among the fringe benefits offered to administrators of the College. However, it is agreed that the College shall determine the calendar date on which the holidays shall be celebrated in accordance with the academic calendar.

7. Leave Transfer Bank.

The College and the Association agree to a Leave Transfer Bank whereby bargaining members may voluntarily donate credited, unused vacation leave to the vacation leave account of another bargaining unit member who is faced with a personal emergency and has exhausted all appropriate leave credits.

A personal emergency is a medical or family emergency which requires the bargaining unit member's absence from duty for at least ten (10) consecutive work days for either of the following reasons: care of the bargaining unit member's spouse, son, daughter, or parent who has a serious health condition or a serious health condition that makes the bargaining unit member unable to perform his job

responsibilities.

The bargaining unit member must provide thirty (30) days advance notice where the leave is foreseeable. The bargaining unit member must provide medical verification to support a request for leave transfer because of a serious health condition. Approval of a request for leave transfer is at the discretion of the College President or designee.

The maximum amount of time that can be transferred to the receiving bargaining unit member from other donating bargaining unit members will not exceed the number of working days in three (3) calendar months. Unused time will remain in the bank, which shall contain no more than one hundred (100) days or its equivalent in hours, seven hundred (700). Bargaining unit members wishing to donate voluntarily accrued, but unused vacation time may donate up to eleven (11) days or the equivalent in hours, which is seventy-seven (77). Donations will be made during the months of August and September or at other times when the need arises.

The medical verification form and the forms to request and donate leave shall be those annexed herein. The Association President or designee shall, without additional compensation, serve as the person responsible for making the bargaining unit aware of the need for donations and reporting to the College Office of Human Resources which bargaining unit members voluntarily donate what amount of accrued, but unused vacation time.

8. Benefit Trust Deduction

The College shall check-off and remit payments to the NYSUT Benefit Trust upon submission of a signed authorization to the Office of Human Resources for anyone within the bargaining unit. Such signed authorization may be discontinued upon written notice by the employee to the College. The ACA shall provide to the College a list of all participants in this benefit along with a billing for the individual deductions. The College shall remit to the NYSUT Benefit Trust the payments deducted and shall furnish the Trust and the ACA with a list of all employees from whose salaries such deductions have been made.

The ACA shall indemnify, defend and save the College harmless against any and all claims, demands, suits or other forms of liability that may arise by reason of action taken or not taken by the College for the purpose of complying with this section. The ACA shall promptly refund to the employer any funds received in accordance with this agreement which are in excess of the amount the College has agreed to deduct.

ARTICLE VII - Salaries

1. A. The following constitutes salary minimums for grades for members of the bargaining unit for the academic years covered by this agreement.

MINIMUM SALARIES: % INCREASE	1996/1997 3%	1997/1998 3.5%	1998/1999 3.5%	1999/2000 3.5%
1.	\$28,005	\$28,985	\$29,999	\$31,049
2.	\$31,686	\$32,795	\$33,943	\$35,131
3.	\$37,208	\$38,510	\$39,858	\$41,253
4.	\$44,572	\$46,132	\$47,747	\$49,418
5.	\$51,934	\$53,752	\$55,633	\$57,580

- B. Employees, presently and/or hereafter employed, shall be compensated at salary levels not less than the minimum applicable to their respective grade.
- C. In the event that the application of the salary adjustments set forth in Section 2 below result in salary determinations which are below the minimum of the stated range for the grade of the position occupied by a bargaining unit member, the member nevertheless shall receive the minimum salary for the grade of the position occupied by the bargaining unit member.

2. Salary Adjustments.

- A. The salaries of bargaining unit members shall be adjusted per Schedule A.
- B. Promotion adjustments shall be added to base prior to annual percentage adjustments.
- C. Bargaining unit members covered by this agreement and employed by the College as of the date of adoption of this agreement by the Onondaga Community College Board of Trustees shall receive an increase of 3% applied to the 1996-97 base annual salary of each member of the bargaining unit employed on 9/1/96 retroactive to 9/1/96 for all hours worked.
- D. Effective September 1, 1997, the base annual salary of each returning bargaining unit member employed by the College shall be increased by 3.5%.

- E. Effective September 1, 1998, the base annual salary of each returning bargaining unit member employed by the College shall be increased by 3.5%.
- F. Effective September 1, 1999, the base annual salary of each returning bargaining unit member employed by the College shall be increased by 3.5%.
- 3. Promotions. An administrator who is promoted to a position at any higher grade shall be placed in the appropriate higher grade for that position.
- 4. New Hires. Any administrator hired on or after the date of ratification of this agreement shall be slotted in the appropriate grade for the position he/she is to fill.
- 5. Adjunct Compensation. Subject to the prior approval of the President or his/her designee, administrators may teach between 8:30 a.m. and 4:30 p.m.

An administrator who performs duties as an adjunct faculty member at the College, subject to the approval of the President, shall be compensated at the set rate effective for regular adjunct faculty members employed by the College.

ARTICLE VIII - Grievance Procedure

- 1. Every employee shall have the right to present his/her grievance through the Association to the College free from interference, coercion, restraint, discrimination, or reprisal and shall have the right to be represented at all stages.

It is the mutual policy of the College and the Association that all grievances be resolved informally or at the earliest possible stage of the grievance procedure.

- 2. A grievance shall be defined as a claimed violation, misinterpretation or inequitable application of this agreement, except as excluded herein, by a bargaining unit member, the Association itself, or the Association on behalf of more than one (1) bargaining unit member similarly situated. The Association may file at Step 2. of the grievance procedure a grievance filed by the Association on behalf of more than one (1) bargaining unit members similarly situated.

All administrators shall be subject to disciplinary action up to and including dismissal from employment for just cause only. All administrators shall have the right to contest disciplinary action through the grievance procedure contained herein except as provided below.

All administrators serving in a probationary period other than a probationary period attendant to and resulting from promotions shall not have right, relief, or access to contest

disciplinary action, including dismissal from employment, under the grievance procedure contained herein.

All administrators serving in the final year of a term appointment who receive written notice of termination or non-renewal of a term appointment shall not have right, relief, or access to contest the action under the grievance procedure contained herein.

3. A. A grievance must be submitted in writing within fifteen (15) working days after the aggrieved becomes aware of the events constituting the alleged grievance.
 - B. The failure of the College to communicate a decision to the grievant and the Association within the proper time limits shall permit the grievance to proceed to the next step.
 - C. Failure of a grievant to appeal a grievance to the next higher step within the proper time limit shall constitute a withdrawal and shall bar further action on the grievance.
4. Each grievance shall be submitted in writing and shall be signed by the grievant(s) and/or an Association officer and identify the provision(s) of the agreement involved in the grievance, the time when and place where the alleged events or conditions constituting the grievance existed, a general statement of the grievance and redress sought by the aggrieved, and, if known, the person responsible for causing such events or conditions.

5. Procedure:

Step 1. A grievance arising under this agreement shall be initiated by the grievant in writing at the first step with his/her immediate supervisor outside the bargaining unit. The supervisor may schedule a meeting with the grievant within five (5) working days from receipt of the grievance. The supervisor shall set forth a written response to the grievance within five (5) working days from the date of the meeting. If a meeting is not scheduled at this level, the grievance shall be answered in writing by the supervisor within ten (10) working days from the date the grievance was received.

Step 2: A grievance not resolved under Step 1 may be continued by the grievant by requesting, within five (5) working days from the date of receipt of the answer in Step 1, a review of the grievance with the College President or his/her designee. The College President or his/her designee shall, within five (5) working days, set a date no more than ten (10) working days from receipt of a Step 2 grievance, for an informal hearing and review of the grievance where the aggrieved may appear and present oral and/or written statements. The College President or his/her designee shall,

within ten (10) working days from the conclusion of such hearing, answer and render a decision, in writing to the grievant.

Step 3: If a grievance has not been resolved at the conclusion of Step 2, it may be appealed to arbitration pursuant to a written notice filed with the Public Employment Relations Board (PERB) or the American Arbitration Association within ten (10) working days after receipt by the grievant and representative of the decision rendered by the President. The arbitrator shall be selected by the parties pursuant to the procedures of PERB or the American Arbitration Association. The parties will thereupon be bound by the Voluntary Labor Arbitration Rules and Procedures. The arbitrator's decision shall be in writing and shall set forth his/her Findings of Fact, his/her Conclusions, and Order, which shall be binding on all parties. The arbitrator shall not have authority to add to, subtract from, or to modify the expressed provisions of this agreement or any provisions incorporated by reference herein. The cost of arbitration, including the fees and expenses of the arbitrator, shall be shared equally by all of the parties.

6. The College and the Association agree that claimed violations, misinterpretations or inequitable violations of the following provisions shall not be considered grievances pursuant to this agreement and shall not be subject to the grievance procedure specified by Article VIII, 5 herein:

Article II Management Rights unless in the exercise of said rights the County Legislature, the Board of Trustees, or the College President has violated a specific term or regulation of this provision.

Article IV Working Conditions, section 3, The termination of an administrator during the probationary period or the denial of a term appointment. (the first unlettered paragraph following paragraph F)

Article IV Working Conditions, section 3, If a continuing appointment is not offered at the conclusion of the term appointment. (the third unlettered paragraph following paragraph F)

Article IV Working Conditions, section 4, "Acting/Interim Appointments", The decision of the President to grant, terminate, or otherwise act on probationary periods attendant to acting/interim appointments. (paragraph D)

Article IV Working Conditions, section 5, "Promotions", The decision of the President to grant, terminate, or otherwise act on promotions or to evaluate, terminate, or otherwise act on probationary periods attendant to promotions. (paragraph E)

Article V Continuation/Termination of Contracts, section 1, all provisions except as to timely notice as herein provided. (paragraphs A through C)

Article V Continuation/Termination of Contracts, section 1, E. Except as to timely notice as herein provided, the provisions of Article V, Sections A through D, shall not be subject to Article VIII hereof.

Article V Continuation/Termination of Contracts, section 3, "Reduction in Staff", The decision of the College to reduce staff.

Article VI Personnel Policies, section 2, "Sabbatical Leave", (paragraph F last unlettered paragraph)

Article VI Personnel Policies, section 3, "Continuing Education" (paragraph A).

Article VI Personnel Policies, section 3, "Professional", (paragraph B).

Article VI Personnel Policies, section 3, "Special and Extensions of Leave", (paragraph C).

Article IX Evaluation Procedure, section 3, "Procedure" The content of the evaluation material and the recommendations forwarded to the President. (paragraph B subparagraph iii).

ARTICLE IX - Evaluation Procedure

1. The parties agree to initiate and maintain an annual performance evaluation system to foster the professional development of each administrator and to aid both the administrator and the College to achieve these mutual objectives:
 - A. To assist the administrator in developing and refining his/her skills and his/her service to the College as an administrator.
 - B. To assist the administrator and his/her supervisor in assessing and evaluating the individual's effectiveness, initiative, and responsibility in meeting the administrator's departmental and College duties.
 - C. To assist the President of the College in determining whether probationary and term appointments have been successfully completed and to afford him/her information so subsequent contracts may be granted.
2. Components: The evaluation system shall be composed of A, B, C, and D below.
 - A. Annual Plan of Achievement. The development of an annual

plan of achievement to be submitted by the administrator to his/her immediate supervisor for review and comment, forwarding to any intermediate supervisor for additional review and comment and approval by the appropriate Vice President. Additions, if any, to the plan of achievement will be copied to the administrator prior to approval by the Vice President.

- B. Self Evaluation. A self-evaluation by the administrator as to his/her performance, development, and refinement of skills pursuant to the job description and annual plan of achievement.
- C. Immediate Supervisor's Recommendations. After reviewing and discussing with an administrator his/her self-evaluation, the immediate supervisor will forward the same along with recommendation to any intermediate supervisor, the administrator, and his/her appropriate Vice President.
- D. Vice President Evaluation. An evaluation of the administrator by the appropriate Vice President with copies of same going to the Administrator, the immediate Supervisor, and College President.

3. Procedure:

- A. (i) A job description of each classification within this contract shall be maintained and updated copies shall be provided for incumbents within each position.

(ii) Prior to the commencement of each contract year, but not later than August 31, each administrator shall submit an annual plan of achievement to his/her immediate supervisor, consistent with his/her job description and the overall goals of the College.

(iii) The immediate supervisor of each administrator shall meet with the administrator to review the proposed annual plan of achievement. Upon review, the immediate supervisor shall forward the reviewed plan and his/her recommendations and comments to any intermediate supervisors, the Administrator, and appropriate Vice President by September 15.

(iv) The appropriate Vice President shall approve the annual plan of achievement and return it to the administrator and the immediate supervisor no later than October 1, subject to and upon his/her review, modification, alteration, input, and comments.
- B. (i) Each administrator (biannually for those on continuing appointment) shall submit a self-evaluation based upon and pursuant to the job description and annual plan of achievement in effect to his/her immediate

supervisor with a copy to the appropriate Vice President no later than July 1.

(ii) The immediate supervisor of each administrator, based upon and pursuant to the job description and the annual plan of achievement in effect, shall review with the administrator the self-evaluation submitted by the administrator and forward his/her recommendations to any intermediate supervisor, the appropriate Vice President, and administrator by July 30.

(iii) The appropriate Vice President shall evaluate each administrator based upon and pursuant to the job description and annual plan of achievement in effect, review the self-evaluation submitted by the administrator and review the recommendations of the immediate supervisor. The Vice President shall forward the completed evaluations and his/her recommendations to the President on or before August 15 for further action and determination with copies to the administrator and immediate supervisor. In no event shall Article IX be subject to Article VIII hereof except where bargaining unit members allege the procedures specified by 3., B. have been deficient or the deadline specified by 4. has not been met.

(iv) In those years when an administrator on continuing appointment is not evaluated, the administrator shall, prior to June 30, meet with his/her immediate supervisor and appropriate Vice President to discuss/review the administrator's performance in relation to the administrators' current annual plan of achievement.

4. Applicability

- A. The evaluation system set forth in this Article shall be mandatory for all administrators covered by this agreement.
- B. Probationary Administrators: The evaluation components set forth in 3-B of this Article shall be completed no later than 90 days prior to the expiration of the administrator's probationary appointment.
- C. Term Administrators: The evaluation components set forth in 3-B of this Article shall be completed no later than 180 days prior to the expiration of the final year of the administrator's term appointment.
- D. Continuing Appointment: Administrators serving on continuing appointments will submit self-evaluations every other year.

ARTICLE X - Job Pay Classification

1. Pay rates are based on a job's pay classification.
2. Any bargaining unit member who has a discernable and substantial change in job function or responsibilities and who requests a job reevaluation not more than once a year will have his/her job reevaluated to determine its proper pay classification.
3. The job reevaluation will begin with the job analysis questionnaire, which will be completed (a) by the incumbent where he/she has been in the job six (6) months or more, or (b) by the immediate supervisor where an incumbent has been in the job for less than six (6) months or where a vacant position exists.
4. The administration will evaluate the job using the point factors found in the 1988 Price-Waterhouse salary survey, as amended. The reevaluation may include an upward change in salary by change of grade, a change within grade, or no change, whichever is deemed appropriate by the Administration. A change of grade requires a salary no less than the minimum of the new grade. Steps 3 and 4 will be completed within two (2) months from the date the College received the completed job analysis questionnaire.
5. The ACA will be copied on all requests for reevaluation of Pay Classification and copied on all reevaluations.
6. Upon request, the Director of Human Resources shall meet with the President of the ACA or his/her designee relative to the reevaluation.
7. If the Association is not satisfied with the salary designated by the administration, then the Association may submit the matter to PERB for mediation/factfinding.
8. The '88 Price-Waterhouse survey shall be amended only by mutual agreement.

ARTICLE XI - Contract Distribution

The College and the Association shall share the cost of the production and distribution of copies of this agreement requested by the Association.

ARTICLE XII - Conformity to Law

This agreement and its component provisions are subordinate to any present or future Federal or New York State Laws and Regulations. If any Federal, New York law or regulation, or the final decisions of any Federal or New York State Court or administrative agency affects any provision of this agreement, each such provisions will be deemed amended to the extent necessary to comply with such law,

regulation or decision, but otherwise this agreement shall not be altered.

ARTICLE XIII - Duration of Agreement

This agreement shall be effective as of September 1, 1996 and remain in effect until August 31, 2000. Retroactivity shall be applicable only as specified within this agreement.

FOR THE ASSOCIATION OF COLLEGE ADMINISTRATORS:

Joseph E. Burt
Donna F. Kelcher
Betty O'Connor

FOR THE ONONDAGA COMMUNITY COLLEGE:

Barrett L. Jones
Robert L. Jones

APPROVED AS TO FORM:

[Signature]
COUNTY ATTORNEY

APPENDIX 1

LEAVE TRANSFER FORMS

LEAVE TRANSFER AUTHORIZATION DOCUMENT

TO: President
Association of College Administrators

FROM: _____
Employee's Name & Department Social Security No.

DATE: _____

I would like to donate _____ hours of my accrued annual leave.

My signature below indicates that I understand and agree that:

1. I have a vacation leave balance which is equal to or greater than the amount of leave that I am requesting to donate.
2. The maximum that I can donate is eleven (11) vacation days or equivalent in hours (77) that I will earn in the leave year and I must have accumulated the hours to be donated when the donation occurs.
3. The minimum amount of leave that I can donate is one (1) hour.
4. After my leave donation has been charged against my account, it is irrevocable and cannot be withdrawn.
5. I am receiving no financial or other benefit from this transfer.
6. This Leave Transfer Authorization is voluntary.

Employee's Name (PLEASE PRINT)

Employee's Signature

Witness

Date

I, _____, certify that the above

Human Resources Time/Attendance Person
employee has the _____ hours of accrued annual leave available to donate and that this amount is no more than 77 hours of his/her leave earnings for this leave year. I have deducted the amount from the donor's leave record.

Human Resources Time and Attendance Person

Date

Human Resources Authorization

Date

LEAVE TRANSFER RETURN TO WORK DOCUMENT

TO: Office of Human Resources

FROM:

Administrative Department Head

Department Head

DATE:

RE:

Employee Name _____

The above named employee will return to work effective _____.

On that date, _____ hours of unused donated leave time will remain. The employee understands that any donated annual leave remaining at the time of his/her return will be restored via transfer to the accounts of leave donors on a pro-rated basis.

Signature of Administrative Department Head

Date

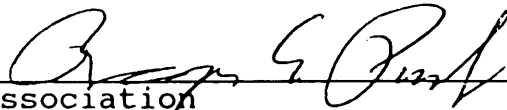
Memorandum of Agreement

Onondaga Community College and the Association of College Administrators of Onondaga Community College agree to the following:

All bargaining unit members on the payroll as of 9/1/96 are and will continue to be eligible for vacation day accumulation as per the 1993-1996 collective bargaining agreement (refer to Appendix A);

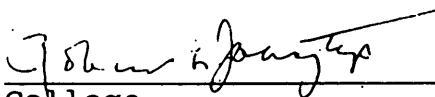
The provisions of Article III, section 4 (i. e. three year limit or out) shall not apply to bargaining unit members Graber-Bittel, Schiffer, Screen-Arkhurst, and Branagan-Phame. In the case of Graber-Bittel and Schiffer, the College will have until 9/1/98 to make the positions and individuals permanent or eliminate the positions and terminate the individuals. In the case of Screen-Arkhurst and Branagan-Phame, each shall be considered to be in the second year of term appointment effective 9/1/96. The College shall conduct an evaluation pursuant to Article IX of the collective bargaining agreement (including 1996-97 plan of achievement) no later than 12/31/96;

That the names which appear on the list (except those listed in the preceding paragraph) annexed herein as Appendix A, associated with job titles preceded by the term "interim", are subject to the terms of Article IV - Working Conditions - section 4 Acting/interim Appointment of the current collective bargaining agreement in effect from the period beginning 9/1/96 through to 8/31/2000.



Association

11/4/96
Date



College

11/4/96
Date

ASSOCIATION OF COLLEGE ADMINISTRATORS
APPENDIX A

NAME	TITLE
Antoine	Asst. Director of Campus Facilities
Belcher	Director, Center for EOP
Bellefeuille	Asst. Director of Financial Aid
Bellen	LDAP Asst Coordinator (50%)
Bender	Director of Information Technology Initiatives
Berring	Director of LSC and Veterans Services
Bistacco	Interim Program Assistant/Job Developer
Boonex*	Interim Admissions Assistant
Branagan-Phame	Interim Coordinator/Advocate JOBS/PACE
Briggs	LDAP Coordinator
Buhyoff	Director of Financial Aid
Cahill	Interim Program Assistant/Job Developer
Cleary	Director of Management Services (thru 9/13/96)
DiCosimo	Assistant Director of Financial Services
Drayer	Assistant Director of Campus Facilities
Drumm	Acting Grant Funded Program Director (Tech Prep)
Fancher Davies	Director, Cooperative Education & Placement Services
Flanagan	Director, Public Safety Institute
Flynn	Director of Admissions
Goss	Acting Director of Management Services (eff. 9/16/96)
Graber-Bittel	Interim Asst. Dir. Workforce Development
Harrison	Assistant Director, Ctr. for EOP
Hicks	Coordinator of Project Accounting
Houtman	Asst. Director of Financial Aid
Howe	Coordinator/Advocate PACE
Kowalski	Dir. Workforce & Business Development
Lee	Coordinator/Advocate PACE
Malik	Content Tutoring Center Coordinator (50%)
McClendon-Boddie	Coordinator/Advocate PACE
O'Connor	Coordinator of Health Services
Purdy	Coord. of Svces. for Students W/Spec. Needs
Rowser	Admissions Assistant
Schiffer	Interim Asst. Coordinator of Health Services
Screen-Arkhurst	Interim Coordinator/Advocate JOBS/PACE
Sheridan	Interim Asst Director, Admissions
Silvia	Interim Grants Officer
Sotherden	Registrar
Speights	Director, PACE Program
Stanistreet*	Interim Coordinator of Tech Prep
Svoboda	Assistant Director, SBDC
Tankersley	Asst. Director, Admissions
Thomas	Dir. of Student Activ. & Intercolleg. Athletics
Torrey-Simpkins	Director of Public Information
VanSiclen	Director of Lifelong Learning
Varney	Director Small Business Development Ctr.
Wade	Asst. Director of Financial Aid
Watt	Associate Registrar
White	Director of Campus Facilities

*Vacation = 1 day per month