

**STIPULATION OF AGREEMENT  
BETWEEN  
THE COUNTY OF SUFFOLK  
AND  
THE FACULTY ASSOCIATION OF SUFFOLK COMMUNITY COLLEGE**

Stipulation of Agreement made and entered this 9<sup>th</sup> day of May, 2006, by and between the County of Suffolk and the Faculty Association of Suffolk Community College.

1. **Term:** 9/1/05 to 8/31/11
  
2. **Wages and Salary Schedules:**
  - Effective 9/1/05 – The full-time salary schedules shall be increased by 2% at each step.
  - Effective 9/1/06 – The full-time salary schedules shall be increased by 2.75% at each step.
  - Effective 9/1/07 – The new full-time salary schedules shall be increased by 2.85% at each step. other than step 20, professor which shall be increased 1.235%. In addition, a new salary schedule shall be added for the rank of Specialist 2.
  - Effective 9/1/08 – The full-time salary schedules shall be increased by 2.95% at each step.
  - Effective 9/1/09 – The full-time salary schedules shall be increased by 2.95% at each step.
  - Effective 9/1/10 – The full-time salary schedules shall be increased by 3% at each step.
  
3. **Excellence in Education Stipend:**
  - Effective 9/1/07, full professors who have successfully reached and completed one year of service at the maximum increment of the salary schedule shall be eligible for an Excellence in Education stipend of \$3,956 to be paid in equal amounts bi-weekly.
  - Effective 9/1/07, professional assistant 2's who have successfully reached and completed one year of service at the maximum increment of the salary schedule shall be eligible for an Excellence in Education stipend of \$2,372 to be paid in equal amounts bi-weekly.
  - Thereafter, the \$ amount will increase by the applicable salary schedule percentage.
  
4. **Adjunct/Overload rates:**
  - Effective 9/1/06, adjunct instructor, assistant professor, associate professor and professor rates are increased by \$100. Effective 9/1/07 and for every year thereafter for the length of the contract, these rates shall be increased by 3% at each rank.
  - Effective 9/1/06 and for every year thereafter for the length of the contract, the adjunct professional assistant and specialist rates shall be increased by 3% at each rank.
  - Effective 9/1/06, overload rates for all PAs and Specialists shall be increased by 3% and by 3% in 9/1/07, 9/1/08, 9/1/09 and 9/1/10. Effective 9/1/06, overload rates for all instructors, asst. professors, assoc. professors and professors shall be increased by 3% and by 3% in 9/1/07, 9/1/08 and 9/1/09. Effective 9/1/10, the overload rate schedule for instructor, asst. professor, assoc. professor and professor shall be the same as the adjunct rate schedule for 2010.
  - Overload rates apply to any full-time member of the College's professional staff regardless of bargaining unit status.
  - Rates for Holistic Scorers and Right to Know remain the same.
  
5. **Benefit Fund: (Article V, I, 4)**

Effective 9/1/05, increase the rate of contribution by \$50 per full-time member for each year of the contract.
  
6. **Longevity: (Article V, C, 1)**

Effective 9/1/06, longevity payments for full-time faculty shall be increased \$50 in each year of the contract for each longevity category.

7. **Attendance at Conferences (Article V, G):**  
Effective 9/05 and each two years thereafter for the duration of the contract, increase conference attendance financial assistance by \$100 during each two year period.
8. **Faculty Development and Retraining (Article V, D, 5)**
- Change in Retraining: A faculty member from a discipline or area designated as an area of possible reduction may apply to be retrained in one of the disciplines or area designated for growth.
  - Development: Faculty may apply for financial assistance/reassigned time for professional development activities, including workshops, short courses, academic presentations, field research, seminars or other similar activities.
  - A faculty member who receives financial assistance agrees to continue in the employ of College for at least 1 semester after completion of his/her development activity or a comparable time if his/her development activity took place over 2 or more semesters.
  - Funding increased to \$30,000/year.
9. **403 (b) Employer Contribution Plan Participation:**
- Committee of 4 reps from employer & 4 from FA to consider participation in a 403 (b) employer contribution plan.
10. **Sick Leave (Article V, D, 1, a) (Article V, I, 7, b):**
- Effective 9/1/06, full-time faculty shall be credited with a 10-day sick leave allowance/year.
  - Effective 9/1/08, the maximum payout for unused sick leave for all full-time faculty members shall be reduced to 175 days paid out of 350 days accumulated.
11. **Office Hours (Article IV, G):**
- All full-time faculty members shall add one scheduled office hour/week which may be scheduled at the member's discretion as a synchronous online office hour.
12. **Education Requirements for Promotion:**
- Prior approval by Campus Dean required for all coursework taken and substitution credits requested after 1/1/07
  - For faculty hired on or after 8/29/06, minimum education requirements for promotion:
    - to Assistant Professor: Masters + 6 credit hours to all categories [6 additional credit hours beyond current requirements]; all discipline specific areas= Masters + 6 or Bachelors +30 and experience/performance.
    - to Associate Professor: Masters + 21 [3 additional credit hours beyond current requirements, including in the discipline specific areas.]
    - to Full Professor: Masters + 36 [current requirement] or 2 Masters
  - Culinary Arts, Graphic Design, Computer Art & Interior Design follows educational requirements for "Business related areas"
  - College will develop a "Faculty Development Institute" to offer courses, seminars, continuing education workshops, etc. that may be used for up to 25% of education requirements for promotion.
  - Individuals whose MFA is substantially equivalent to the NASAD policy statement requirements may apply for a review of his/her MFA course work/performance requirements for the MFA to the VPASA in consult with the FA to determine the educational requirements that have been satisfied for promotion. The decision of VPASA is final & non-reviewable.
13. **Dual Credit Course or Courses in the High School: (Article IV, A, 22)**
- Courses part of college offerings
  - Appropriate academic discipline to will consult with VPASA regarding determine which SCCC courses appropriate for dual credit program.
  - Courses to be delivered by high school teacher with credentials comparable to college faculty / adjunctsteaching the course.

- A full-time faculty member in discipline assigned as faculty mentor, primarily responsible for orientation of high school teacher, review of instructional materials, course outlines & examinations, observation of classroom teacher and coordination with College administrative offices.
- Faculty mentor to receive 1 contact hr./dual credit course/site/by high school instructor for 1<sup>st</sup> semester course taught. For each new dual credit course/site or each new instructor, faculty mentor receives additional contact hr./first semester taught.
- Except for the 1<sup>st</sup> semester a new dual credit course is taught for the 1<sup>st</sup> time by a high school instructor, faculty mentor shall also provide mentor/support responsibilities on campus with new adjuncts, College Success tutors or College Success independent learning groups according to the following distribution:
  - First semester: 100% dual credit course responsibilities
  - Second semester: 75% dual credit course/25% college mentoring/support
  - Third semester: 50% dual credit/50% college mentoring/support
  - Fourth & additional semesters: 25% dual credit course/75% college mentoring/support
- Contact hour either basic load or overload, at College's discretion. If overload, part of 8 hr. max but not part of the max. for day overload. Maximum assignment=3 contact hrs./semester, unless waived by VPASA.
- Faculty mentors volunteer and approved by Academic VP in consultation with FA. If no full-time faculty member volunteers, College may assign an adjunct.
- Mileage reimbursement available.
- FA notified of any dual credit courses offered.
- Dual credit courses shall not be deemed subcontracting or a waiver or breach of exclusivity of bargaining unit work.
- Agreed no reduction in force as a direct result of dual credit program.
- College & FA will meet once a year to address changes or evolving issues related to dual credit program.

14. **Distance Education (Appendix J)**

- Online observation performed by DE trained administrator in discipline
- Online observations shall include a meeting in real time with DE instructor
- Upon request, administrator and peer provided a 24-hour password for access to the course
- Online students notified of observers' email addresses with option to "share" their experiences with observers.
- Hybrid/blended courses defined
- Peer mentor certification, responsibilities and appointment defined; reassigned time for peer mentor responsibilities based on past practice
- Limit of 40% online courses for basic load, unless waiver granted; unlimited for overload/adjunct
- 2/3 hard limit maximum class size for all asynchronous courses
- Composition of DE Committee reorganized to emphasize the academic role of the recommending committee.

15. **Adjuncts:**

- All current adjuncts will be offered a full complement of courses before assigned to newly hired adjuncts, to be effected through administrative policy.
- Adjunct Faculty Development Fund (Article V, G): Eligibility after 3 semesters of SCCC experience and working 2 or more contact hrs/semester. Eligibility for reimbursement of up to \$750/year
- Adjunct offices: equipped with secure storage spaces (lockers) & will not be used as make-up test taking sites by other faculty members
- Shall be notified via email or faculty portal of all college-wide general faculty meetings.
- Adjuncts without discipline specific Masters' degree may petition for a waiver of MA specific degree to be eligible for promotion to Adjunct Assistant Professor. Decision of College is final and non-reviewable.
- Adjunct self-pay rates for EMHP shall be at the lowest self-pay rate/year.
- Effective as soon as practical, adjuncts permitted to participate in County Flex Benefits Plan pursuant to applicable rules, regulations and procedures of that plan.

16. **Professional Assistants/ESAs:**
- Eliminate ESA title; current ESAs become PAs
  - Add a PA rank to below PA1 and PA2 and create new PA-rank salary schedule and overload/adjunct rate.
  - Hiring credentials for new PA rank=Associate's degree and experience
  - PA initial hiring at PA or PA 1, depending on credentials
17. **Specialists:**
- Effective 9/1/07, Specialist 2 rank and new salary schedule.
  - After 4 years as S1, Specialist with a Masters' degree may apply for promotion to S2.
  - College in consultation with FA to develop promotion criteria, procedures and committee.
18. **Nursing Issues:**
- A Nursing Course Coordinator, qualified in the specialty, for each clinical nursing course to receive 3 contact hours/academic year reassigned time or overload pay, at discretion of College.
  - Adjunct nursing faculty to be paid at "Right to Know" rate/hr. for mandatory orientation required by a clinical site.
  - 3 years full-time current & relevant nursing clinical experience equals 1 step on salary schedule.
  - For nursing faculty only: A maximum of 1 office hour may be held at a clinical site; all other office hours held on campus.
19. **12 Month Coordinators of Instructional Technology, Curriculum Development and Instructional Design (Article IV, A, 13):**
- Hired prior to 9/1/06 shall have academic titles & ranks, including full professor.
  - Coordinators awarded rank of full professor only will be placed on appropriate step of salary schedule, plus 15%.
  - Hired on or after 9/1/06 shall not have academic titles and ranks but will be eligible for promotion to ranks of Coordinator 2 and Coordinator 3 and will be placed on appropriate step of Coordinator salary schedule, plus 20%.
20. **Transfers Between Disciplines/Among Campuses (Article IV, J, 5 & 7)**
- A faculty member who applies for transfer between disciplines and/or among campuses must do so by the stated internal deadlines in order to preserve his/her contractual rights to an interview [transfer between disciplines] or seniority [transfer among campuses within discipline.]
21. **Admission to Courses (Article V, F)**
- Eligibility for admission after 2 semesters for all full-time and adjunct members.
  - Add: reimbursed for related fees for SCCC courses taken employee only.
22. **Physical Conditions: (Article IV, M)**
- College will make a best effort to assign an individual computer to each full-time faculty member in his/her office.
  - All Unit III faculty members provided with codes to use copying machines in their academic areas.
23. **Faculty Personnel Files (Article II, M, 1)**
- Official personnel files may be maintained in a centralized location designated by College.
24. **PA, Specialist, ETU and Counselor Overload/Adjunct Assignments:**
- Standardized announcements and assignments based on classroom/library assignment model.
  - All assignments placed on MSOL.
  - College-wide seniority list established for ETU and specific PA disciplines.
  - PA/Specialist/Coordinator emergency assignments paid on adjunct/overload per diem hourly rates, not compensatory time.

25. **Reassigned Time (Article IV, A, 21):**
  - Eliminated advisory committee
  - FA informed of name, amount, purpose and responsibilities for all reassigned time 30 days prior to each semester
  
26. **Faculty Vacancies (Article IV, J, 3)**
  - Notification made by faculty email, portal and postings to Human Resource’s home page. Vacancies may be concurrently advertised externally.
  - Delete current language & replace with “The College is an affirmative action/equal opportunity employer and shall not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, age, disability or veteran or marital status or political affiliation or sexual orientation.”
  
27. **Military Leave (Article V, E, 1)**
  - Revised language: “Rules governing military leaves are governed by applicable federal, state and local law. Upon return from military leave, a faculty member shall be placed at the same position on the salary schedule that he/she would have been had he/she taught in the College during the period of military leave.”
  
28. **Grievance Procedure (Article VI):**
  - Deleted hearing by Director of Labor Relations
  - Delete time limits for written arbitration decisions
  - Change to: “Parties bound by rules of Suffolk County P.E.R.B.”
  
29. **Pregnancy- and Maternity- Related Disability Leaves:**
  - Delete current language and distribute a Q & A on pregnancy- maternity-related disabilities, FMLA and paid child care leaves.-
  - Add to Article V, D, 1: Sick Leave: “Employees absent from work due to a medically recognized disability related to pregnancy prior to the birth of a child, disability related to childbirth, or any disability originating from childbirth after the birth of the child, shall be entitled to receive those benefits provided in the Agreement with respect to any other non-occupational illness or disability.”
  
30. **Bereavement Leave (Article V, D, 7):**
  - Director of Labor Relations, in his/her non-reviewable discretion, may grant bereavement time-off for death of any other permanent member of the employee’s household.
  
31. **Various editorial changes**

**Date:** \_\_\_\_\_

**FOR THE ASSOCIATION**

\_\_\_\_\_  
Ellen Schuler Mauk, President

**FOR THE COUNTY**

\_\_\_\_\_  
Jeffrey L. Tempera, Director  
Office of Labor Relations

**FOR THE COLLEGE**

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## Faculty Association Salary Schedule

	STEP	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
<b>INSTRUCTOR</b>	1	\$43,048	\$43,909	\$45,116	\$46,402	\$47,771	\$49,180	\$50,656
	2	\$44,842	\$45,739	\$46,997	\$48,336	\$49,762	\$51,230	\$52,767
	3	\$46,712	\$47,646	\$48,957	\$50,352	\$51,837	\$53,366	\$54,967
<b>ASST PROFESSOR</b>	4	\$48,658	\$49,631	\$50,996	\$52,449	\$53,997	\$55,590	\$57,257
	5	\$50,686	\$51,700	\$53,121	\$54,635	\$56,247	\$57,906	\$59,644
	6	\$52,798	\$53,854	\$55,335	\$56,912	\$58,591	\$60,319	\$62,129
	7	\$54,999	\$56,099	\$57,642	\$59,284	\$61,033	\$62,834	\$64,719
<b>ASSOC PROFESSOR</b>	8	\$57,290	\$58,436	\$60,043	\$61,754	\$63,576	\$65,451	\$67,415
	9	\$59,676	\$60,870	\$62,543	\$64,326	\$66,224	\$68,177	\$70,222
	10	\$62,164	\$63,407	\$65,151	\$67,008	\$68,985	\$71,020	\$73,150
	11	\$64,752	\$66,047	\$67,863	\$69,797	\$71,856	\$73,976	\$76,196
	12	\$67,451	\$68,800	\$70,692	\$72,707	\$74,852	\$77,060	\$79,372
<b>PROFESSOR</b>	13	\$70,261	\$71,666	\$73,637	\$75,736	\$77,970	\$80,270	\$82,678
	14	\$73,189	\$74,653	\$76,706	\$78,892	\$81,219	\$83,615	\$86,124
	15	\$76,238	\$77,763	\$79,901	\$82,178	\$84,603	\$87,098	\$89,711
	16	\$79,414	\$81,002	\$83,230	\$85,602	\$88,127	\$90,727	\$93,449
	17	\$82,722	\$84,376	\$86,697	\$89,168	\$91,798	\$94,506	\$97,341
	18	\$86,170	\$87,893	\$90,310	\$92,884	\$95,624	\$98,445	\$101,399
	19	\$89,760	\$91,555	\$94,073	\$96,754	\$99,608	\$102,547	\$105,623
	20	\$94,839	\$96,736	\$99,396	\$100,624	\$103,593	\$106,649	\$109,848

### PROFESSIONAL ASSISTANTS

	Old Step	New Step	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
<b>PA</b>		1	\$30,390	\$30,998	\$31,850	\$32,758	\$33,724	\$34,719	\$35,761
		2	\$31,656	\$32,289	\$33,177	\$34,123	\$35,129	\$36,166	\$37,251
		3	\$32,975	\$33,635	\$34,559	\$35,544	\$36,593	\$37,672	\$38,803
<b>PA 1</b>	1	4	\$34,349	\$35,036	\$35,999	\$37,025	\$38,118	\$39,242	\$40,419
	2	5	\$35,725	\$36,440	\$37,442	\$38,509	\$39,645	\$40,814	\$42,039
	3	6	\$37,155	\$37,898	\$38,940	\$40,050	\$41,232	\$42,448	\$43,721
<b>PA 2</b>	4	7	\$38,640	\$39,413	\$40,497	\$41,651	\$42,880	\$44,144	\$45,469
	5	8	\$40,185	\$40,989	\$42,116	\$43,316	\$44,594	\$45,910	\$47,287
	6	9	\$41,793	\$42,629	\$43,801	\$45,049	\$46,378	\$47,747	\$49,179
	7	10	\$43,466	\$44,335	\$45,555	\$46,853	\$48,235	\$49,658	\$51,148
	8	11	\$45,204	\$46,108	\$47,376	\$48,726	\$50,164	\$51,644	\$53,193
	9	12	\$47,102	\$48,044	\$49,365	\$50,772	\$52,270	\$53,812	\$55,426
	10	13	\$48,893	\$49,871	\$51,242	\$52,703	\$54,257	\$55,858	\$57,534
	11	14	\$50,849	\$51,866	\$53,292	\$54,811	\$56,428	\$58,093	\$59,835
	12	15	\$52,882	\$53,940	\$55,423	\$57,003	\$58,684	\$60,415	\$62,228
	13	16	\$54,999	\$56,099	\$57,642	\$59,284	\$61,033	\$62,834	\$64,719

**SPECIALISTS**

	<b>Old Step</b>	<b>New Step</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
<b>Spec. 1</b>	8	1	\$45,204	\$46,108	\$47,376	\$48,726	\$50,164	\$51,644	\$53,193
	9	2	\$47,102	\$48,044	\$49,365	\$50,772	\$52,270	\$53,812	\$55,426
	10	3	\$48,893	\$49,871	\$51,242	\$52,703	\$54,257	\$55,858	\$57,534
	11	4	\$50,849	\$51,866	\$53,292	\$54,811	\$56,428	\$58,093	\$59,835
<b>Spec. 2</b>	12	5	\$52,882	\$53,940	\$55,423	\$57,003	\$58,684	\$60,415	\$62,228
	13	6	\$54,999	\$56,099	\$57,642	\$59,284	\$61,033	\$62,834	\$64,719
	14	7	\$57,197	\$58,341	\$59,945	\$61,654	\$63,473	\$65,345	\$67,305
	15	8	\$59,485	\$60,675	\$62,343	\$64,120	\$66,012	\$67,959	\$69,998
	16	9	\$62,757	\$64,012	\$65,772	\$67,647	\$69,643	\$71,697	\$73,848
	17	10				\$70,353	\$72,428	\$74,565	\$76,802
	18	11				\$73,167	\$75,325	\$77,548	\$79,874
	19	12				\$76,094	\$78,338	\$80,649	\$83,069
	20	13				\$79,137	\$81,472	\$83,875	\$86,392

**Overload Rates**

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
<b>P</b>	\$600	\$600	\$618	\$637	\$656	\$675	\$696
<b>P1</b>	\$707	\$707	\$728	\$750	\$773	\$796	\$820
<b>P2</b>	\$781	\$781	\$804	\$829	\$853	\$879	\$905
<b>Specialist</b>	\$837	\$837	\$862	\$888	\$915	\$942	\$970
<b>Specialist 2</b>	\$900	\$900	\$927	\$955	\$983	\$1,013	\$1,043
<b>INSTRUCTOR</b>	\$854	\$854	\$880	\$906	\$933	\$961	\$1,074
<b>ASSISTANT PROFESSOR</b>	\$935	\$935	\$963	\$992	\$1,022	\$1,052	\$1,165
<b>ASSOCIATE PROFESSOR</b>	\$1,010	\$1,010	\$1,040	\$1,072	\$1,104	\$1,137	\$1,249
<b>PROFESSOR</b>	\$1,115	\$1,115	\$1,148	\$1,183	\$1,218	\$1,255	\$1,367

**Adjunct Rates**

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
<b>P</b>	\$600	\$600	\$618	\$637	\$656	\$675	\$696
<b>P1</b>	\$707	\$707	\$728	\$750	\$773	\$796	\$820
<b>P2</b>	\$781	\$781	\$804	\$829	\$853	\$879	\$905
<b>Specialist</b>	\$837	\$837	\$862	\$888	\$915	\$942	\$970
<b>Specialist 2</b>	\$900	\$900	\$927	\$955	\$983	\$1,013	\$1,043
<b>INSTRUCTOR</b>	\$854	\$854	\$954	\$983	\$1,012	\$1,042	\$1,074
<b>ASSISTANT PROFESSOR</b>	\$935	\$935	\$1,035	\$1,066	\$1,098	\$1,131	\$1,165
<b>ASSOCIATE PROFESSOR</b>	\$1,010	\$1,010	\$1,110	\$1,143	\$1,178	\$1,213	\$1,249
<b>PROFESSOR</b>	\$1,115	\$1,115	\$1,215	\$1,251	\$1,289	\$1,328	\$1,367

**READERS/HOLISTIC SCORERS**

(Per Hour)	45.85	\$45.85	\$45.85	\$45.85	\$45.85	\$45.85	\$45.85
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**Adjunct "Right to Know" Training Session Rate**

(Per Hour)	35.83	\$35.83	\$35.83	\$35.83	\$35.83	\$35.83	\$35.83
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**Excellence in Education Stipend**

	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
<b>Professor</b>	\$3,956	\$4,072	\$4,192	\$4,318
<b>PA2</b>	\$2,372	\$2,442	\$2,513	\$2,589

## STEPS and RANKS

STEP	INSTRUCTOR			
1	1			
2	2			
3	3	<b>ASST. PROF.</b>		
4	4	4		
5	5	5		
6	6	6		
7	7	7	<b>ASSOC. PROF.</b>	
8	8	8	8	
9	9	9	9	
10		10	10	
11		11	11	
12		12	12	<b>PROFESSOR</b>
13			13	13
14			14	14
15			15	15
16			16	16
17				17
18				18
19				19
20				20

### PROFESSIONAL ASSISTANTS

Old Step	New Step	PA		
	1	1		
	2	2		
	3	3	<b>PA 1</b>	
1	4	4	4	
2	5	5	5	
3	6	6	6	<b>PA 2</b>
4	7	7	7	7
5	8	8	8	8
6	9		9	9
7	10		10	10
8	11		11	11
9	12			12
10	13			13
11	14			14
12	15			15
13	16			16

### SPECIALISTS

Old Step	New Step	Spec. 1		
8	1	1		
9	2	2		
10	3	3		
11	4	4	<b>Spec. 2</b>	
12	5	5	5	
13	6	6	6	
14	7	7	7	
15	8	8	8	
16	9	9	9	
17	10		10	
18	11		11	
19	12		12	
20	13		13	