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PROPOSAL FROM
THE STATE CENTER COMMUNITY COLLEGE DISTRICT
TO THE STATE CENTER FEDERATION OF TEACHERS (SCFT)
January 15, 2026

6 The following collective bargaining proposal submitted by the State Center Community College
7 District to the State Center Federation of Teachers (SCFT) is made expressly pursuant to the
8 Educational Employment Relations Act and the current Collective Bargaining Agreement between
9 the parties. The following article shall be deemed to remain unchanged in the Collective
10 Bargaining Agreement except as set forth below:

11 [Global proposal to rename “Section” as “Article” throughout the CBA.]

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14 ARTICLE
15 DUAL ENROLLMENT
16 [Orig. FT-25, PT-17]

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18 17.1. DUAL ENROLLMENT ASSIGNMENTS INSTRUCTOR

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20 17.1.A All faculty with a Dual Enrollment assignment must meet the
21 requirements of the Education Code and Title 5 be employed by the
22 district. Instructional and Non-Instructional faculty with Dual Enrollment
23 assignments are responsible for and Dual Enrollment instructors have
24 the responsibilities of instructors of the Community College District when
25 they are teaching a dual enrolled class and must follow the policies,
26 procedures, rules, and regulations of the District, whether they are a regular
27 instructor of the Community College District or the high school. These
28 include, but are not limited to, recording and reporting student
29 attendance/grades and following ADA requirements for students. Faculty
30 with off-site assignments may need to conform to the calendar of the
31 location, including but not limited to K-12 school calendars for faculty
32 teaching Dual Enrollment classes and should be notified by
33 administration of such adjustments in the offer of assignment.

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35 [Title 5 § 58058 provides as follows:

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37 (a) A person is an “employee of the district” within the meaning of
38 subdivision (a)(1) of Section 58051 if:

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40 (1) The district has the primary right to control and direct the person's
41 activities during the time such person is serving the district; and

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43 (2) A contract exists between the person and the district, indicia of
44 which may include provisions which specify the terms and
45 conditions of work, salary and other compensation, work to be
46 performed, and employment classification; and,

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48 (3) The district compensates the person according to an adopted
49 salary or wage schedule which complies with the provisions of
50 Article 8 (commencing with Section 87801), Chapter 3, Part 51 of
51 the Education Code.

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53 (b) For the purposes of complying with the requirements of this section, a
54 district may also contract for instruction to be provided by a public or
55 private agency. Such contracts shall specify that the district has the
56 primary right to control and direct the activities of the person or persons
57 furnished by the public or private agency during the term of the contract.
58 In addition, the district shall enter into a written contract with each
59 person furnished by the public or private agency; and said contracts
60 shall meet the requirements of subsection (a)(1) and (2) of this section. In
61 this manner an individual employed will continue to be an employee of a
62 public or private agency, while at the same time qualifying as an
63 employee of the district.

64 [5 CCR § 58058.]

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66 **17.1.B Dual Enrollment instruction is the purview of the instructor of record, per academic freedom, and shall not be dictated or limited by High School regulations.**

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68 **17.1.C.** For faculty who are assigned to dual enrollment classes/**services** or other types
69 of off-site or non- traditional assignment locations, the District will provide the
70 following:

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72 1. Training to prepare faculty to address variances in student
73 populations and settings (such as high school, correctional facilities,
74 etc.) **will be paid at the orientation/training rate per Exhibit B-1;**
75
76 2. Information and services to assist faculty with the logistics of
77 instruction/**student services** at various sites (such as parking,
78 access, keys, technology, and safety).
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80 3. **Mileage will be compensated in accordance with Article**
81 **16.1.16.**

82 [Consistent with 17B.1.A.4 below.]

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84 **17.1.D Full-time faculty** assigned a dual enrollment class **and/or service** will be
85 evaluated in accordance with Article 13.

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87 **17.1.E. The All** faculty members **with a dual enrollment class and/or service**
88 assignment will continue to be supervised by their direct supervisor at the
89 College. If there is an emergency at the high school site, the faculty member is
90 to follow the directions of the **high school** site administrator.

91 [Consistent with 17B.1.A.6 below.]

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93 **17.1.F The faculty member will follow District policies, processes, procedures**
94 **regulations. When the Dual Enrollment assignment is at a High School**
95 **location/property, an orientation will be provided to the faculty member**
96 **to increase awareness of High School processes and resources.**
97 **Information will include, but shall not be limited to, pertinent High**
98 **School rules, regulations, policies, procedures, calendar/daily schedule,**
99 **and safety protocols.**

103 **17.1.GE.** Matters of complaint regarding instruction and matters regarding unit
104 member or student misconduct and discipline in or related to college
105 service/course instruction will be handled by the appropriate College
106 Administrator following the District policy and procedures including the District
107 grievance process. High school administration will be informed by the College
108 Administrator of any student discipline or relevant actions that prevent
109 course attendance.

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111 **17.1.C.** Course Scheduling must adhere to the approved instructional calendar
112 of SCCCDC.

113 **Section 17.2. DUAL ENROLLMENT LIAISON, COORDINATOR**

116 **17.2.A.** Liaisons are defined as State Center Community College District faculty providing
117 Dual Enrollment services to a high school. Liaison duties and responsibilities
118 include :
119 1. Inspecting facilities (when needed)
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121 2. Ensuring that the high school teacher conforms to the Course Outline of
122 Record and instructional materials approved for the course
123
124 3. Completing classroom visitations
125
126 4. Completing evaluation of high school dual enrollment courses to assess the
127 pace, rigor, and quality of the courses through observation, evaluation, SLO
128 assessment and the success of the students enrolled.
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130 5. Ensuring norms for communication are followed, including syllabus creation
131 and submission, grade and attendance submittal Providing grades for dual
132 enrollment courses to the high school

133 **[Same as 17B.2.A below.]**

135 **17.2.B.** Dual Enrollment Faculty Coordinator duties include, but are not limited to:

136 1. Inspection of facilities (when needed)
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138 2. Delivery of Course Outline of Record and related materials to high school
139 teachers
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141 3. Assisting with course scheduling and staffing during schedule and master
142 calendar development
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144 4. Serving as a college's point of contact for questions related to delivery of
145 instruction at dual enrollment sites

147 **[Same as 17B.2.B below.]**

149 **17.2.C.** Order of Priority for Selection/Assignment of Liaisons:

151 1. All liaison assignments should prioritize the utilization of discipline-specific
152 faculty.

154 2. First: offer to full-time, tenured faculty
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156 3. Second: offer to full-time, non-tenured/contract (probationary) faculty and full-
157 time categorical/grant funded/temporary faculty
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159 4. Third: offer to part-time faculty
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161 5. If assignment not filled voluntarily by faculty member from the first, second, or
162 third offer bullets, then it will be assigned to qualified faculty in same order as
163 other offers

164 [Same as 17B.2.C below.]

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166 17.2.D. Department Chairs will not be required to recruit Liaisons or be required to perform
167 Liaison duties.

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169 17.2.E. Liaison Stipend:

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171 1. ~~Full-time f~~Faculty Liaisons will be compensated for hours worked up to a
172 maximum of fifteen (15) hours per assignment; however, exceptions can be
173 made to exceed this maximum number of hours with additional compensation
174 to be paid if agreed to by the Liaison and the Vice President of Instruction.
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176 2. Liaison will submit monthly timesheets for all hours worked pursuant to this
177 Agreement and will be paid at the Schedule B3 Noninstructional Rate, Class
178 V, Step 5.

179 [Same as 17B.2.D.2 below.]

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181 17.2.F. Mileage will be compensated based on Article 17A.2(B) of this Article
182 [Same as 17B.2.E below.]

ARTICLE 17B (PART TIME)
DUAL ENROLLMENT
(ONLY APPLICABLE TO PART TIME FACULTY)

17B.1. DUAL ENROLLMENT INSTRUCTOR

A. Dual Enrollment instructors have the responsibilities of instructors of the Community College District when they are teaching a dual enrollmented class, and, whether they are employed as an regular instructor of the Community College District or the high school. Faculty with off site assignments may need to conform to the calendar of the location, including but not limited to K-12 school calendars for faculty teaching Dual Enrollment classes and should be notified by administration of such adjustments in the offer of assignment.

To prevent displacement of work, current part-time employees must be consulted and have second right of refusal, after full-time, for all Dual Enrollment services to ensure part-time “comparable work load”, is met. If refused, administration may offer assignment in the following priority: current part-time faculty, (w/ comparable load), new part-time faculty, and then to potential new faculty, who are High School personnel that meet minimum qualifications, an complete the district’s hiring process.

[Addressed in 17.1.B above.]

B. For faculty who are assigned to dual enrollment classes or other types of off-site or non-traditional assignment locations, the District will provide the following:

1. Training to prepare faculty to address variances in student populations and settings (such as high school, correctional facilities, etc.)

2 services to assist faculty with the logistics of various sites (such as parking, access, keys, technology, and safety).

C. High school instructors teaching college courses in a dual enrollment program must meet the minimum qualifications established to teach community college courses. High school teachers who meet the minimum qualifications to teach college courses that are offered through dual enrollment, may indicate his/her preference for teaching a course. The teacher will be interviewed by a selection committee in the normal manner in which part-time faculty are hired. If selected, the high school teacher will perform his/her teaching duties and responsibilities in accordance with the SCFT Contract and the policies and procedures of the State Center Community College District.

D. Part-time The faculty member with a dual enrollment class assignment employed by the District will be evaluated in accordance with Article 13. They will continue to be supervised by their direct supervisor at the College. If there is an emergency at the High School site, the faculty member is to

238 follow the directions of the *high school* site administrator.

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242 E. Dual enrollment classes will be evaluated by the Dual Enrollment Liaison
243 during the first semester a dual enrollment course is taught, during the
244 second or third semester a dual enrollment course is taught, and at least
245 once every six (6) semesters the course is offered thereafter. More frequent
246 evaluation may occur in the course is less than acceptable as determined by
247 the District.

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249 F. Instructors of dual enrollment classes have the following responsibilities:

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275 1. Follow the normal cycle for SLO assessment as on the main College
campus,
2. Provide instruction according to the approved COR and using the
approved instructional materials,
3. Teaching in a variety of modalities as determined by the District
4. Take daily attendance and report such attendance as required.
5. Report all instructor absences to the appropriate administrator
6. Attend the District's orientation and complete required professional
development, including training on District systems (Canvas, Starfish,
etc.), and support services available to the dual enrollment students
through the District.
7. By the end of the second week of instruction of each semester,
submitting a complete syllabus and schedule of all class meetings to the
division office.
8. Submitting grades to the District
9. Utilizing and checking District email account regularly to ensure effective
communication with the District
10. Completing a self evaluation each semester they are scheduled to be
observed by the Dual Enrollment Liaison
11. Understand and implement dual enrollment course(s) in accordance with
District policies, procedures, rules and regulations

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278 High school instructors teaching college courses in a dual enrollment
program must meet the minimum qualifications established to teach
community college courses.

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Section 2. DUAL ENROLLMENT COORDINATOR

276 A. Liaisons are defined as State Center Community College District faculty
providing Dual Enrollment services to a high school. Liaison duties and
responsibilities include:

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289 1. Inspecting facilities (when needed)
2. Ensuring that the high school teacher conforms to the Course Outline of
Record and instructional materials approved for the course
3. Completing classroom visitations
4. Completing evaluation of high school dual enrollment courses to assess
the pace, rigor, and quality of the courses through observation,
evaluation, SLO assessment and the success of the students enrolled
5. Ensuring norms for communication are followed, syllabus creation and
submission, grade and attendance roster submittal.

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290 **B. Duties of the Dual Enrollment Faculty Coordinator include but are not limited**
291 **to:**

- 1. Inspection facilities (when needed)**
- 2. Delivery of Course Outline of Record and related materials to high school teacher**
- 3. Assistance with course scheduling and staffing during schedule and master calendar development**
- 4. Serving as the college's point of contact for questions related to delivery of instruction at dual enrollment sites**
- 5. Providing grades for dual enrollment courses to the high school**

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301 **C. Priority Order of Selection/Assignment of Liaisons:**

- 1. All liaison assignments should prioritize the utilization of discipline-specific faculty.**
- 2. First: offer to full-time, tenured faculty**
- 3. Second: offer to full-time, non-tenured/contract (probationary) faculty and full-time categorical/grant funded/temporary faculty**
- 4. Third: offer to part-time faculty**
- 5. If assignment not filled voluntarily by faculty member from the first, second, or third offer bullets, then it will be assigned to qualified faculty in same order as other offers**

312 **D. Liaison Stipend:**

- 1. Part-time faculty Liaisons will be compensated for hours worked up to a maximum of fifteen (15) hours per assignment; however, exceptions can be made to exceed this maximum number of hours with additional compensation to be paid if agreed to by the Liaison and the appropriate Vice President.**

319 [Moved to 17.2.E.3 above.]

- 2. Liaison will submit monthly timesheets for all hours worked pursuant to this Agreement and will be paid at the Schedule C3 Non-instructional Rate, Class V, Step 5.**

325 **E. Mileage will be compensated based on 17A.2(B) of this Article ____.**

327 Signed and entered into this _____ day of _____, 2025.

329 FOR THE DISTRICT

FOR SCFT

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