

**Memorandum of Understanding  
by and between  
Olympic College and Olympic College Association for Higher Education**

Olympic College (the “Employer”) and the Olympic College Association for Higher Education (the “Association”) enter into this Memorandum of Understanding to memorialize agreements reached regarding the distribution of certain funds allocated to the Employer for the fiscal year ending June 30, 2024.

**Recitals**

1. Pursuant to the Workforce Education Investment Act, the Employer received funding from the State for the 2023-2024 fiscal year (ending June 30, 2024), which is provided solely for increasing high-demand program faculty salaries. This funding is earmarked for use to improve faculty compensation in high demand areas mutually identified by the Association and the Employer.
2. In reaching agreement on the distribution of funds for the 2023-2024 fiscal year, the parties recognize that the future availability of high demand funding is uncertain. If high demand funding is provided to the Employer in future bienniums the parties acknowledge it may be used and distributed differently than outlined in this Agreement. In recognition of this consideration, the parties have divided high demand funds in fiscal year 2023-2024 into three tiers. The tiers reflect a prioritization, with Tier 1 being the highest priority programs for funding, of the use of funds that may guide the parties’ discussion about the use of future high demand funding.
3. The relative size of stipends provided pursuant to this Agreement was calculated by comparing salaries paid by the Employer to market data showing average compensation in corresponding fields in the local and regional geographic areas and, where practicable, the Bureau of Labor and Statistics data for related occupational compensation. The needs to recruit and retain faculty in high demand programs was also considered. The language in the Workforce Education Investment Act, consideration for demand and State employment needs assessments, and the SBCTC President’s Council report “Washington’s Skilled and Educated Workforce 2019-2020” further informed our determinations.

Therefore, the parties agree as follows,

1. High demand funds will be distributed to affected faculty in the disciplines identified in Appendix A of this Agreement, calculated as a percentage of their 2023-2024 base salary. Full-time and full-time temporary faculty will receive the payments if some or all of their teaching load is in a relevant discipline. Within the math discipline, only faculty that are qualified to teach “College Level Math” will receive the stipend. For adjunct faculty teaching in eligible disciplines, the payment will be a percentage of the compensation provided for the teaching load in the relevant discipline.
2. Full-time faculty will receive payment on each regular pay period of their academic contract. Moonlight and adjuncts will be paid this payment in a lump sum on the first pay date of the month following the end of the quarter.
3. Faculty in a discipline identified in Appendix A of this Agreement may apply to their academic dean for release time of up to 5-credits to work on curriculum, training, and/or program development. Once approved the faculty member will work with the appropriate dean to determine the work to be done and identify required deliverables prior to final approval by the Vice President of Instruction. Funds contemplated by this MOU may be used to backfill release time with adjunct faculty. The Employer will provide, at the Association’s request, a report on how the funds considered in this Agreement are used.

4. Faculty will not receive high-demand compensation funding for any teaching contact hours beyond 167% of the established discipline's quarterly annualized load established in the current Collective Bargaining Agreement or other agreement with the Association. Loads in excess of 167% will be compensated in accordance with the CBA and at the faculty member's base salary rate.
5. The Employer will provide the Association a report of estimated annual expenditures of these funds by the last business day of September. Actual expenditures will be provided to the Association by the last business day of the month following the end of each quarter. Should any high demand funds not be allocated, both parties shall bargain the allocation of the remaining funds prior to the end of the fiscal year 2023/2024.
6. For future years on an annual basis, as long as these funds continue to be allocated to the College, both parties agree to bargain those funds separately but in consideration of this Agreement.
7. This Agreement shall not affect the bargaining rights of either the Employer or the Association as provided by the current Employer-OCAHE Collective Bargaining Agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.
8. Total funds expended during the life of this MOU will not exceed the lesser of \$954,802 or the total amount awarded under the Washington Workforce Education Investment Act of the purposes of this Agreement. If the agreement calls for the expenditure of funds in excess of this limitation, the Association and the Employer shall meet to bargain at a minimum 15 business days prior to the end of the fiscal year. If funds remain, the Employer and the Association shall meet to bargain use of the remaining funds at least 15 business days prior to the end of the fiscal year.
9. This Agreement, and the payments due under it, expire on June 30, 2024.

Craig Goodman

Craig Goodman (Jul 17, 2023 11:14 PDT)

Jul 17, 2023

**OCAHE**

**Date**

Craig Goodman  
OCAHE President

Marty Cavalluzzi

Jul 13, 2023

**OLYMPIC COLLEGE**

**Date**

Dr. Marty Cavalluzzi  
President of Olympic College

**Appendix A**  
**High Demand Discipline Areas**

**Tier 1**

<b>Course Suffix</b>	<b>Discipline Name</b>	<b>Percentage Increase</b>
CIS	Computer Information Systems	18%
CS, CS&	Computer Science	23%
ELECT	Electronics	8%
ENGR, ENGR&	Engineering	23%
INDTT	Applied Physics	13%
IS	Information Systems	18%
MEDA	Medical Assistant	13%
MANU	Manufacturing / Precision Machining	8%
PTA	Physical Therapy	13%
PHYS	Physics	13%
TEC-D	Technical Design	8%
WELD	Welding	8%

**Tier 2**

<b>Course Suffix</b>	<b>Discipline Name</b>	<b>Percentage Increase</b>
ACCT&	Accounting	8%
BIOL, BIOL&	Biology	8%
BUS, BUS&	Business	8%
CHEM&	Chemistry	8%
HSSA&	Human Services Substance Abuse	8%
NUTR&	Nutrition	8%
CONST	Construction Trades	8%

**Tier 3**

<b>Course Suffix</b>	<b>Discipline Name</b>	<b>Percentage Increase</b>
DMA	Digital Media Arts	8%
ECED, ECED&	Early Childhood Education	8%
EDUC, EDUC&	Education	8%
	College Level Math*	8%

\* Within the math discipline, only faculty that are qualified to teach "College Level Math" will receive the stipend.

# 2023-2024 - High Demand MOU

Final Audit Report

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