Memorandum of Understanding
Between
Olympic College (EMPLOYER) And
The Olympic College Association for Higher Education (AHE)

Olympic College (Employer) and the AHE (Faculty Union) agree that this Pay-by-Enrollment Memorandum of Understanding ("MOU") is effective from July 1, 2026, through June 30, 2027.

Minimum Enrollment Course Compensation

This MOU serves as a revision of the current Collective Bargaining Agreement, Appendix A-3: Workload Standards; Section 8: Minimum Enrollment Requirement (MER) and Supplemental Instruction. This agreement serves to revise compensation for courses that are not counted as part of a full-time faculty's annual load but are allowed to run under a faculty moonlight contract when falling below the minimum enrollment standards and/or courses allowed to run taught by adjunct faculty that fall below minimum enrollment standards.

This MOU will supersede the compensation outlined in the current Collective Bargaining Agreement as stipulated in Appendix A-3, Section 8.3.1 until this MOU expires.

Section 1. Conditions

1.1. Low-enrolled classes may run under the Pay-by-Enrollment ("PBE") compensation schedule provided for in this MOU, which replaces the "supplemental mode" alternative to class cancellation as described in CBA Appendix A-3, Section 8.3.1

1.1.1. Pay-by-enrollment compensation is calculated as follows: number of students multiplied by number of weekly contact hours multiplied by the current Step 2 professional hourly rate as prescribed in CBA, Appendix A-2.

1.1.2. Private Music (P-MUS) courses that are offered exclusively as pay-by-enrollment will be compensated as follows: number of students multiplied by $50 for each 50-minute lesson.

1.1.2.1. Increases in the hourly rate are contingent and proportional to future increases in private music lessons course fees.

1.1.2.2. P-MUS courses may only be used as part of faculty load upon agreement with the Employer and faculty member assigned.

1.1.3. Contact hours for lecture lab combinations will be added (and capped as prescribed by Appendix A) to calculate compensation. An individual lab section will be calculated based on its contact hours.

1.1.4. An IBEST instructor will be paid 50% of the pay-by-enrollment compensation.

1.1.5. The pay-by-enrollment compensation schedule includes Independent Study Internship Supervision and Field Experience Supervision as described in CBA Appendix A-3, Sections 8.4, 8.5, and 8.6.

1.2. Low-enrolled classes are defined as class enrollment with up to fourteen (14) students or 60 percent (60%) of established class cap (whichever is lower).

1.3. The academic supervisor (dean) will reach agreement in writing with the faculty to teach a course as Pay-by-Enrollment at least five (5) business days prior to the start of the quarter.

1.4. Enrollment will be recorded at the end of the fifth (5^{th}) instructional calendar day of the quarter. Compensation will be based on enrollment at that time and per Appendix A, Pay-By-Enrollment Compensation Schedule.

1.4.1. Should a course fall below the recorded enrollment after the fifth (5^{th}) instructional calendar day, the enrollment recorded on the fifth (5^{th}) instructional calendar day shall preside.

1.4.2. Example: Should a quarter start instruction on a Monday, the 5^{th} instruction calendar day is at the end of the Friday of that week. Should a quarter start on a Wednesday, the 5th instructional calendar day would be the following Tuesday.

1.4.3. If course enrollment increases above MER prior to the established enrollment census date for the quarter, the course will be reappointed to standard course compensation. The enrollment census date is usually the end of the 10th instructional day of the quarter.

1.5. Low-enrolled classes may still be canceled per section Appendix A-3, Section 8.3 of the current CBA and prior to a Pay-By-Enrollment agreement.

1.6. Low-enrolled classes may still be run according to CBA Appendix A-3, Sections 8.3.2 - 8.3.5 as referenced below:

8.3.2. Count the class towards load, or

8.3.3. Compensate for the class at the appropriate adjunct rate, or

8.3.4. Cluster the class with another or other classes to obtain a number sufficient to meet the MER.

8.3.5. Classes not cancelled by their start, and which have not been subject to an agreement between the Dean and the faculty member, will be treated as a class for the purposes of compensation. The method and amount of compensation will be determined before the start of the class.

1.7. In addition to items in 1.6:

1.7.1. Faculty can over enroll classes used for load or moonlight. Overenrolled classes will be considered per section 8.2 of the CBA in averaging of annual course enrollments.

1.7.2. Faculty can request a new class section be created that could be pay-by-enrollment unless the new section meets MERS.

1.8. The decision to run a course as pay-by-enrollment is made by the Employer in agreement with the faculty member assigned to the course.

1.9. Full-time and Adjunct faculty will be paid starting the second faculty pay date of the quarter.

Signed and dated this 23rd day of June, 2026

The Olympic College Association of Higher Education (Faculty Union)

Victoria Newsom (06/26/2026 15:26:31 PDT) 06/26/2026

Victoria Newsom
OCAHE President

Olympic College (Employer)

Martin Cockroft (06/26/2026 14:08:42 PDT) 06/26/2026

Martin Cockroft
Vice President of Instruction

Appendix A: Pay-By-Enrollment Compensation Schedule

Payment-by-Enrollment is calculated as: Number of weekly contact hours *multiplied* by number of students *multiplied* by current professional hourly rate.
(weekly contact hours x students x Step 2 Professional Hourly Rate).

Pay By Enrollment (PBE) Compensation Schedule

The table below will be updated annually based on changes to Step 2 Professional Hourly Rate as prescribed in the CBA, Appendix A-2 Faculty Salary Schedules.

Weekly Contract Hours	Number of Enrolled Students													
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
1	$ 65	$ 130	$ 195	$ 260	$ 325	$ 390	$ 455	$ 520	$ 585	$ 650	$ 715	$ 780	$ 845	$ 910
2	$ 130	$ 260	$ 390	$ 520	$ 650	$ 780	$ 910	$ 1,040	$ 1,170	$ 1,300	$ 1,430	$ 1,560	$ 1,690	$ 1,820
3	$ 195	$ 390	$ 585	$ 780	$ 975	$ 1,170	$ 1,365	$ 1,560	$ 1,755	$ 1,950	$ 2,145	$ 2,340	$ 2,535	$ 2,730
4	$ 260	$ 520	$ 780	$ 1,040	$ 1,300	$ 1,560	$ 1,820	$ 2,080	$ 2,340	$ 2,600	$ 2,860	$ 3,120	$ 3,380	$ 3,640
5	$ 325	$ 650	$ 975	$ 1,300	$ 1,625	$ 1,950	$ 2,275	$ 2,600	$ 2,925	$ 3,250	$ 3,575	$ 3,900	$ 4,225	$ 4,550
6 or More	$ 390	$ 780	$ 1,170	$ 1,560	$ 1,950	$ 2,340	$ 2,730	$ 3,120	$ 3,510	$ 3,900	$ 4,290	$ 4,680	$ 5,070	$ 5,460

Notes:

1. Low-enrolled classes may run under this compensation schedule, which by MOU replaces the "supplemental mode" alternative to class cancellation as described in CBA Appendix A-3, Section 8.3.1
2. Low-enrolled classes may still be canceled prior to a PBE agreement being reached with a faculty member.
3. Low-enrolled classes may still be run according to CBA Appendix A-3, Section 8.3.2 – 8.3.5
4. This compensation schedule includes Independent Study, Internship Supervision, and Field Experience Supervision as described in CBA Appendix A-3, Sections 8.4, 8.5, and 8.6
5. PBE may be used for classes with up to **14** students or **60 percent of class cap** (whichever is lower)

REFERENCE: Current CBA, Appendix A-3

Section 8. Minimum Enrollment Requirement (MER) and Supplemental Instruction.

8.1. The minimum enrollment for courses or disciplines may be influenced by a number of different factors, including but not limited to economic conditions, changes in infrastructure (rooms), changes in program structure, and availability of qualified instructor(s). The reference for appropriate enrollments will be the statewide Student/Faculty ratio published each year by the SBCTC.

8.2. The instructional Dean will consult with the faculty in each discipline to determine which classes will run with lower-than-normal enrollment. Likewise, there may be circumstances in which it is desirable to have enrollments in certain courses higher than normal to accommodate student need. If there is significant number of low enrolled courses in the discipline, having several courses with greater than normal enrollments will greatly facilitate meeting the state average Student: Faculty ratio for the discipline for the year. The Dean will consult with the discipline faculty to ensure the number of under enrolled courses will be balanced with over enrolled classes to allow the discipline to approximate the statewide Student: Faculty ratio for the discipline for the year.

8.3. Any class that does not meet the minimum enrollment requirement (hereafter referred to as MER) upon notification of the faculty member by the Division Dean may be cancelled by the Dean. Such notification must be in writing and provided in a timely manner, but no later than the scheduled start of that course. Alternatives to class cancellation available upon mutual agreement by the Division Dean and the faculty member are:

8.3.1. Pay for the class at the supplemental mode (pay by enrollment) as defined in section 8.2 or
8.3.2. Count the class towards load, or
8.3.3. Compensate for the class at the appropriate adjunct rate. Or
8.3.4. Cluster the class with another or other classes to obtain a number sufficient to meet the MER.
8.3.5. Classes not cancelled by their start, and which have not been subject to an agreement between the Dean and the faculty member, will be treated as a class for the purposes of compensation. The method and amount of compensation will be determined before the start of the class.

8.4. Independent Study courses shall be taught under the supplemental mode (pay by enrollment) and will not be used as a part of the annual load and shall be paid as follows: Annualized FTES produced x $1,000 (one-thousand dollars).

8.5. Cooperative Education Supervision, Practicum Supervision, and Field Experience Supervision may be a part of load at the Dean's discretion or shall be computed as follows: Annualized FTES produced x $1,000 (one-thousand dollars).

8.6. Cooperative Apprentice Supervision shall be taught under the supplemental mode and compensated as follows: Annualized FTES produced x $1,000/3 (one-thousand dollars divided by three).

8.7. Payment for classes paid at the supplemental rate will be made at the end of the quarter for full-time faculty and administrative staff, and when enrollment can be determined for adjunct faculty.