

**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 to the following MOU effective from date of signing through June 30, 2024.

### **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 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 is calculated as follows: number of students multiplied by number of credits multiplied by sixty dollars (\$60) as prescribed in the Compensation Schedule provided for in this MOU.
  - 1.1.2. Enrollment with ten (10) or more students will be calculated as 10 students for the purpose of this MOU.
  - 1.1.3. The pay-by-enrollment compensation schedule includes Independent Study, Cooperative Education Supervision, Practicum 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. Course enrollment will be determined on the enrollment census date, which is the date by which all enrollments should have occurred. The enrollment census date is usually the 10<sup>th</sup> instructional day of the quarter.

- 1.4. The method and amount of compensation will be determined before the first instructional day of the class. Should a course increase enrollment to be above MERs prior to the enrollment census date for the quarter the course will be reappointed to standard course compensation.
- 1.5. Low-enrolled classes may still be canceled per section Appendix A-3, Section 8.3 of the current CBA.
- 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 overenroll classes used for load or moonlight. Overenrolled classes will be considered per section 8.2 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 met 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.

**Section 2. Pay-by-Enrollment Compensation Schedule:**


Pay By Enrollment (PBE) Compensation Schedule											
		Number of Students									
		1	2	3	4	5	6	7	8	9	10 or more
Credits	1	\$60	\$120	\$180	\$240	\$300	\$360	\$420	\$480	\$540	\$600
	2	\$120	\$240	\$360	\$480	\$600	\$720	\$840	\$960	\$1,080	\$1,200
	3	\$180	\$360	\$540	\$720	\$900	\$1,080	\$1,260	\$1,440	\$1,620	\$1,800
	4	\$240	\$480	\$720	\$960	\$1,200	\$1,440	\$1,680	\$1,920	\$2,160	\$2,400
	5 or more	\$300	\$600	\$900	\$1,200	\$1,500	\$1,800	\$2,100	\$2,400	\$2,700	\$3,000

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.
3. Low-enrolled classes may still be run according to CBA Appendix A-3, Sections 8.3.2 - 8.3.5
4. This compensation schedule includes Independent Study, Cooperative Education Supervision, Practicum 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)
6. PBE for classes enrolling **10 to 14** students will be compensated at the PBE rate for 10

Signed and Dated this 9<sup>th</sup> day of June, 2023

The Olympic College Association of Higher Education (Faculty Union)




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Craig Goodman  
OCAHE President

Olympic College (Employer)




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Martin Cockroft  
Vice President of Instruction

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.