

## **MEMORANDUM OF UNDERSTANDING**

**2025-03**

### **Transfer Coordinator**

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) agree to the terms set forth in this document.

The Parties agree that upon the execution of this Memorandum of Understanding (MOU), the College shall create and thereafter staff the position of Transfer Coordinator, with the duties of such a position as may now or hereafter be set forth on the College's Job Description for the position. The employee hired to fill such a position shall be subject to any applicable provisions of the Board Policy Manual and any rules now or hereafter established by the College Administration.

The Parties agree that the Transfer Coordinator shall report to the Dean of Student Success. The Transfer Coordinator shall be paid at a rate ascertained by multiplying the amount determined based upon the Transfer Coordinator's appropriate placement on the Collective Bargaining Agreement pay scale multiplied by 1.115. The Transfer Coordinator shall work One Hundred Ninety (190) days over the period of twelve (12) months on a schedule determined by the Dean of Student Success and not tied to the College's academic calendar. Addendum days do not apply. Overload Pay, as stated in Article XIII-Letter B Number 1 shall apply. The Transfer Coordinator, as a faculty salaried position, shall be accorded leave time and other benefits as set forth within the Collective Bargaining Agreement.

The Parties agree that the workload provisions set forth within Article IV of the Collective Bargaining Agreement shall not apply to the position of Transfer Coordinator. Any other Memorandum of Understanding now or hereafter affecting Counselors shall apply to the Transfer Coordinator position only if the Transfer Coordinator is expressly referenced therein.

The Parties acknowledge that the terms of this MOU are based on the unique facts and circumstances set forth in this MOU. The Parties acknowledge that the arrangements set forth herein shall be non-precedential, and in no way can be construed to require either party to make the same, similar or other adjustments in future documents.

The Parties acknowledge that this MOU contains the entire agreement of the parties, and there are no promises, agreements or undertakings, oral or written, expressed or implied, between them other than as set forth herein. Any and all prior understandings or agreements inconsistent with the terms set forth herein are superseded by the terms of this MOU.

The Parties acknowledge that by agreeing to this MOU: (a) there is no need to re-open the current Collective Bargaining Agreement between the Parties.

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810

By: Tina D. Lee

Date: June 18, 2005

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513

By: J. Meri

Date: 6/12/25