

**Ceramics Program
MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT ("District"), the CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909 ("Federation").

Now, therefore, the District and the Federation have agreed as follows:

1. As a result of a retirement, the Ceramics program will no longer have a full-time faculty member to address curricular / division administrative, safety, and budgetary issues, as well as ensure the smooth functioning of the ceramics lab and provide leadership and community outreach.
2. To meet the needs of the students, staff and faculty in the ceramics program, a part-time faculty member will serve as lead faculty until such time that a full-time faculty member in Ceramics is hired.
3. The faculty member will receive a stipend of \$3000.00 per semester for their coordination and leadership in the Ceramics area. The stipend is to be distributed in equal payments over the semester.
4. The areas of responsibility and tasks for this lead designation are appended in this document.
5. This MOU is aligned with other part-time lead faculty designations as outlined in Appendix B of the Collective Bargaining Agreement.

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREED TO:


 Allison Merzon, President
 CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

5-18-10
 Date


 Laura Benson, Interim Executive Director
 Human Resources & Labor Relations
 SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

5-18-10
 Date

Part-Time Lead Faculty Responsibilities:

- Coordinate part-time Ceramics faculty concerning textbooks, clays, glazes, and firing processes (and frequency) for the academic program.
- Oversee the part-time ceramic lab technician(s) regarding the smooth functioning of the lab (see delineated duties below).
- Act as faculty advisor to the Ceramics Club; coordinate activities, fundraising and visiting ceramic artist workshops.
- Manage the ceramics sale.
- Assess and respond to community requests for a variety of ceramic needs. Organize and enable, if requests are reasonable and service oriented (e.g. Requests from the Foundation, requests from the Empty Bowl projects, etc.).
- Be aware of current available funds and their sources for the ceramics area. Make informed decisions about types of equipment and materials to purchase for the program which stay within budget.
- Understand and adhere to institutional processes for purchasing.
- Understand and adhere to institutional processes for fundraising.
- Work with division chair for Foundation requests specific to ceramics.
- Provide input to division chair regarding all aspects of ceramics curriculum.
- Consult with division chair regarding schedule building, staffing and course sequencing in ceramics.
- Provide input to division chair regarding all aspects of the IPPR that pertain to ceramics.
- Represent ceramics (sic. Program) at the monthly Art Department meetings.

Part-Time Lead Faculty Responsibilities in Coordination and Oversight with Ceramics Lab Technician for:

- Dry chemicals and small tools – inventory and order as needed throughout the school year
- Supplies, clay and glazes – inventory and make large batches for clay, glazes and other decorating materials as needed throughout the school year.
- Kilns – load and fire according to the weekly firing schedules.
- Wheels, electric and gas kilns, slab rollers, and other ceramics equipment – service and repair as needed; order repair and replacement parts as needed.
- Control clutter and dust within the lab and outdoor kiln areas.
- Respond to equipment (large and small) needs when alerted by technician.
- Safety equipment, personal protective gear, gloves, masks for staff & students – insure this equipment is in place and in proper working order
- Maintain current MSDS on all chemicals used in the lab
- Ensure safe containers and storage of chemicals and equipment
- Maintain the safe operation of equipment
- Provide for training for students and staff on safe handling of materials, use of equipment and tools, and proper cleanliness (minimal dust levels for safe breathing) of lab