

Collective Bargaining Agreement

between the
Lake-Sumter State College Board of Trustees
and the
United Faculty of Florida, Lake-Sumter State College Chapter- Program Managers

2018-2021

Article I. Recognition

The Lake-Sumter State College Board of Trustees (“Board” or “Employer”) recognizes the United Faculty of Florida, Lake-Sumter State College- Program Managers Chapter (“UFF” or “Union”) as the sole and exclusive collective bargaining agent for all members of the full-time teaching faculty of Lake-Sumter State College (“College”) in all matters concerning wages, hours, and terms and conditions of employment and any other mutually agreeable subjects of collective bargaining. The Board agrees not to negotiate with or otherwise recognize any organization purporting to represent employees of this bargaining unit for purposes of collective bargaining other than the Union.

Article II. Definitions

- A. Administration – Those employees designated by the Board as administrators.
- B. Administrator – An employee so designated by the Board, whose duties include the supervision and evaluation of other employees, recommendation for employment and termination of other employees, and management of College resources and facilities. Program managers, defined below, are excluded from this list.
- C. Agreement – This contract between the Board and the Union.
- D. Bargaining Unit – All employees of the College whose terms and conditions of employment are governed by this Agreement.
- E. Basic Academic-Year Contract – The term of duty for full-time faculty consisting of those class days in no more than fifteen (15) weeks in each of the Fall and Spring academic terms, for a total of no more than 163 workdays.
- G. Board – The District Board of Trustees of Lake-Sumter State College.
- H. Classroom – Either a physical or virtual space in which instruction takes place.
- I. College- Lake-Sumter State College.
- J. Contract Year – The period from July 1 of a given year to June 30 of the following year.
- K. Daily Rate of Pay – The daily rate of pay for a Basic Academic-Year Contract (nine months) is determined by dividing the faculty member’s contractual annual salary by 161.
- L. Day – A day during which the College operates and conducts business as designated on its Calendar.
- M. Hourly Rate of Pay – The Daily Rate of Pay divided by seven (7).
- N. Leave of Absence – Authorization for an employee to be absent from duty for a specified time, ordinarily without negative impact on pay, seniority, benefits, and other terms and conditions of employment.
- O. Overload Section – A section of a course assigned to a faculty member who has already fulfilled his or her fifteen contact-hour teaching load.
- P. Program Manager: Faculty member tasked with overseeing the supervision of an academic program. Compensation and Duties are explained more fully in Appendix A of this agreement.
- Q. Union/Association – The United Faculty of Florida Chapter at Lake-Sumter College, affiliated with the FEA, NEA, AFT, and AFL-CIO, also known as UFF-LSSC
- R. Work/Contact Hours
 - 1. Clock Hour – Sixty (60) minutes
 - 2. Office Hour – Sixty (60) minutes
 - 3. Contact Hour – Fifty (50) minutes
 - 4. Laboratory Contact Hour – Fifty (50) minutes

Appendix A: Program Manager Duties

Section 1. Length of Contract.

Program Managers shall, at minimum, be appointed to a basic academic year contract. However, Program Managers' additional duties and the requirements of their respective programs' accreditations may necessitate an extended-year contract as defined in Article IX. Program Manager's contract length beyond the basic academic contract year will be administratively determined by the end of the spring term each year. Faculty required by duties or program accreditation requirements to work more than

Section 2. Program Manager Duties

A program manager is a faculty member assigned to act as a coordinator and liaison between the appropriate administrator or administrators and the full/part time faculty in specific program(s), such as Workforce Development Programs, requiring program-level leadership. Program managers shall be evaluated annually as a faculty member and regarding their performance of the following duties:

A. Supervision. Program managers shall hire, credential, coach, and complete annual performance reviews for all adjunct and full-time faculty service in the program, except for themselves. Program Manager annual evaluations shall be performed by their supervising administrator.

B. Community Engagement. Program managers shall develop and review articulation agreements with local partners, facilitate advisory board meetings held every fall and spring semester, identify new advisory board members, work in coordination with the Dean and College's Director of College Relations to promote program recruitment, and, as appropriate, develop partnerships with local private and public industry partners for internship placement.

C. Administrative Duties. Review program curriculum annual and develop new curriculum as necessitated by program need, select and order textbooks, review and update their program's offerings in course catalog., manage program budget, and program course schedules. Program managers shall also maintain their program's external accreditation, when applicable.

D. Program Outcomes Assessment. Program managers shall measure student attainment of program-specific student learning outcome through College-developed surveys or other appropriate College-developed tools. Program managers shall work with the Dean and Coordinator of Academic Assessment in conducting annual program reviews, including the review of student learning outcomes attainment data for the purposes of program improvement. Program managers shall, as needed, identify and implement industry certifications in program curriculum.

E. Student Engagement. Program managers shall assist with College-developed student retention, completion, and placement initiatives. Program managers shall collaborate with ESE personnel for student advising, and complete student administrative forms in a timely manner.

Section 3. Compensation.

A. Program managers shall be granted course-releases and paid additional stipend above their salaries as full-time faculty. All program managers stipends shall be paid in equal installments over the course of the faculty member's contracted year.

B. The following elements of a Program Manager's workload shall be considered in determining his/her stipend and course release:

- Supervises Full-Time Faculty
- Supervises Part-Time Faculty
- Supervises Multiple Programs
- Supervises Program(s) with External Accreditation.

1. Faculty meeting all four elements shall receive a 6-hour course release per contracted term and shall receive a \$7,500 stipend.

2. Faculty supervising multiple programs and full- and part-time faculty shall receive a \$7,500 stipend and a 6-hour per contracted term course release.

3. Faculty supervising multiple programs and full- or part-time faculty shall receive a \$7,500 stipend and a 3-hour per contract term course release

4. Faculty supervising multiple programs or full- or part-time faculty shall receive a \$7,500 stipend and a 3-hour per contract term course release.