



MEMORANDUM OF AGREEMENT

BETWEEN

HIGHLINE COLLEGE ADMINISTRATION (HC)

AND

HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)

This Memorandum of Agreement (MOA) is made on this March 4, 2024.

Whereas the Workforce Education Investment Act provides funding for enhanced compensation for High Demand Program Faculty, HC and HCEA agree to a **High Demand Program Faculty stipends program for 2023-24 and 2024-25**.

The definition of High Demand Programs and the method for calculating stipend amounts is given below. Academic Affairs will prepare the list of faculty and individual stipend amounts each quarter and share the list with HCEA leadership. To the extent possible, the full allocation will be expended on faculty stipends and benefits.

Faculty teaching credit-bearing classes in the High Demand Program Departments listed in Table 1, including IBEST classes, qualify for inclusion in the distribution of stipends paid with the Workforce Education Investment Act salary allocation. The list as of Fall 2022 is based upon four sources:

1. Named in law
2. SBCTC skills gap CIP code list and the high demand course list generated by SBCTC’s Instruction Commission several years ago
3. EMSI projected high demand occupations for the general Highline College service area
4. WA ESD dashboard In-demand occupations for Seattle-King County Workforce Development Area with a self-sufficiency wage for a household of 2 adults

Given the large differential between Highline College faculty salaries and the general market-rate salaries for computer science, computer information systems, engineering and respiratory care, the amount of the stipend for faculty teaching in those areas will be doubled.

Stipends will be calculated on a per credit value, where the value per credit has been established by dividing the total allocation net of benefits costs by an annualized estimate of the number of credits taught in the identified departments in the current year, minus the credits taught by tenured faculty, tenure-track faculty, or lecturers on a moonlight basis beyond the established stipend limits and correcting for any clustered classes. For Fall 2023, the per credit stipend has been calculated as follows:

Identified Departments	\$95.00 per credit per quarter
Computer Sci., CIS, Engineering, RC	\$190.00 per credit per quarter

Stipends will be distributed according to the following:

- Tenured and tenure-track faculty who teach exclusively in the identified departments will receive a stipend equivalent to 15 x the per credit value, regardless of any release time or leave. Any tenured and tenure-track faculty on reduced pay will receive a stipend proportional to their pay percentage.
- Moonlight assignments are not eligible for stipends beyond a regular load 15-credit stipend during the September-June academic year and a 10-credit stipend during summer.

- Part-time faculty teaching credit-bearing classes in the identified departments, including through Continuing Education, will receive a stipend equivalent to the number of credits taught in those departments x the per credit value, not to exceed the stipend provided to tenured and tenure-track faculty. Combined class credits will be corrected for any duplication. Independent studies credits will not count toward the stipend credits, however credits taught under the small class section compensation model will count as long as they have over 1 student. Release time for projects in the identified departments will count toward credits taught.
- Lecturers teaching exclusively in the identified departments will receive a stipend equivalent to 15 x the per credit value, regardless of any release time or leave. Any lecturers on reduced pay will receive a stipend proportional to their pay percentage.
- Tenured faculty, tenure-track faculty, and lecturers who teach in two or more departments and at least one department is not on the identified list will receive a stipend equivalent to the number of credits taught in the identified departments x the per credit value, not to exceed 15 credits in the September-June academic year and 10 credits in summer. Moonlight contracts will count toward the credits taught in the identified departments. Combined class credits will be corrected for any duplication. Independent studies credits will not count toward the stipend credits, however credits taught under the small class section compensation model will count as long as they have over 1 student.
- Program managers teaching in the identified departments will receive a stipend equivalent to the 15 credit stipend paid to tenured and tenure-track faculty in the September-June academic year and 10 credit stipend in summer.
- Effective Spring 2023, Lab science courses with 77 contact hours per quarter are designated as “High Contact-Hours Courses”. As of April 20, 2023, the list of those courses is as follows:
 - BIOL& 241 Human Anatomy And Physiology I
 - BIOL& 260 Microbiology
 - CHEM&261 Organic Chemistry with Lab I
 - CHEM&262 Organic Chemistry with Lab II
 - CHEM&263 Organic Chemistry with Lab III
 - GEO 125 Introduction to Geologic Field Methods
 - GEO 130 Introduction to Pacific Northwest Geology
 - GEO 220 Pacific Northwest Geology
 - GEO 225 Advanced Geological Field Methods
- Full-time faculty teaching High Contact-Hours Classes in High Demand Programs will receive an additional 5-credits-worth of High Demand stipend per 5-credit High Contact-Hours class in each quarter that they are instructing these classes. These additional credits of High Demand stipend will be paid even if that faculty member has already reached the regular 15-credit limit for High Demand stipends, up to a maximum stipend equivalent to that for 15 credits paid at the double rate.
- Full-time faculty teaching High Contact Hours Classes not in High Demand Programs will receive a stipend equivalent to those in High Demand Programs but paid from other Academic Affairs funds. Stipends will be paid quarterly. The actual amount of the stipend may vary depending upon the number of credits taught.
- Prior to Winter quarter stipends being paid, HC and HCEA will meet to evaluate actual and projected stipends and adjust the Winter and Spring stipend amount as needed to make Winter and projected Spring stipends approximately equal.
- All remaining funds, net of actual and projected benefits costs, from the High Demand Allocation, adjusting for any changes made by the Washington State Legislature for the current year, will be distributed spring quarter using the method described above.

Table 1: High Demand Program Departments	
Prefix (incl. &)	Name
ACCT	Accounting
BIOL	Biology
BUSN	Business
C SCI	Computer Science
CHEM	Chemistry
CIS	Computer Information System
CJ	Criminal Justice
DRAFT	Drafting
DSN	Integrated Design
ECED	Early Childhood Education
EDUC	Education
ENGR	Engineering
ENVS	Environmental Science
HEAL	Healthcare Professions
HSEM	Homeland Security Emergency Management
HSER	Human Services
LEGAL	Legal Studies
MATH	Mathematics, Statistics
MMD	Multimedia Design
NURA	Nursing Assistant
OPTIC	Optician Licensed Dispensing
PHYS	Physics
QUANT	Quantitative Skills
RC	Respiratory Care

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2022-25, or any extension of that agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration

For Highline College Education Association




Emily Lardner
Vice President for Academic Affairs

James Peyton
HCEA President

March 5, 2024
Date

3/5/24
Date