

MEMORANDUM OF AGREEMENT
BETWEEN
HIGHLINE COLLEGE ADMINISTRATION (HC)
AND
HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)

This Memorandum of Agreement (MOA) is made on this (date) 28 August 2025.

Whereas

- Faculty department coordinators are responsible for many important tasks that are critical to the operations of Academic Affairs and of the College; and
- There is some potential overlap between faculty department coordinator responsibilities and the responsibilities of other College personnel; and
- Faculty department coordinator workload has been a major concern for both Academic Affairs and HCEA;

HC and HCEA agree to establish a **workgroup on faculty department coordinator workload** in Fall 2025. This workgroup will include at least

- A. One current or recent department coordinator from a larger, primarily transfer department;
- B. Two faculty who are current or recent department coordinators from primarily professional/technical departments;
- C. One current or recent department coordinator from ELCAP;
- D. One Academic Affairs dean who will serve as the primary liaison between the workgroup and other College departments; and
- E. One division chair to serve on the workgroup and provide principal coordination and support to the workgroup.

The charge to this workgroup will include:

1. Review current faculty department coordinator responsibilities, including the description in the HCEA-HC Negotiated Agreement and the Professional/Technical Coordinator DACUM results from Spring 2025. Compile a prioritized list of responsibilities.
2. Research how other colleges organize the duties that currently lie with faculty department coordinators at Highline College.
3. Examine current College workflows related to faculty department coordinator responsibilities and identify potential synergies, efficiencies, and reductions.
4. Develop cost-conscious and capacity-aware draft workflow revisions that would focus faculty department coordinator activity on higher priority duties and meaningfully reduce overall faculty department coordinator workload.
5. Circulate draft workflow revisions with College stakeholders to gather feedback and adapt drafts as needed.

6. Recommend components of a Memorandum of Agreement on reducing faculty department coordinator workload.

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2025-28, or any extension of that agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration



Rolita Ezeonu
Interim Vice President for Academic Affairs

8/28/2025
Date

For Highline College Education Association



James Peyton
HCEA President

9/10/25
Date