

**MEMORANDUM OF UNDERSTANDING BETWEEN
LONG BEACH COMMUNITY COLLEGE DISTRICT
AND
CERTIFICATED HOURLY INSTRUCTORS
December 4, 2023**

This following Memorandum of Understanding ("Agreement") is made by and between the Long Beach Community College District ("District") and the Long Beach City College Certificated Hourly Instructors ("CHI"). Where appropriate, The District and CHI will collectively be referred to as "parties." This Memorandum of Understanding shall serve as a three-year pilot to allow the District to consider the cost impact and data associated with part-time faculty student office hours. This MOU will be effective beginning spring semester 2024.

1. Office Hours: Student office hours are held for the purpose of assisting students. CHI unit members teaching during the fall and spring semesters are encouraged to hold student office hours according to the following:
 - a. Members with 3 units and above per regular semester, may schedule up to a total of 12 office hours per semester.
 - b. Records shall be maintained to document students (names/identification numbers) utilizing office hours provided.
2. Compensation: CHI unit members who hold student office hours accordingly will be compensated at the rate of \$50.00 per hour.
3. Scheduling Student Office Hours: Scheduling of student office hours shall support student access. Student office hours may be scheduled to meet student needs in a designated campus location agreed upon by the CHI unit member and the division office (according to Article 9.1 in the CHI CBA). CHI unit members may schedule remote synchronous student office hours by appointment by mutual agreement between the instructor and the student(s).
4. Student office hours and location should be clearly posted on syllabi, communicated to students, and reported to division offices. Any changes in student office hours will be communicated to students. In the event a student office hour is canceled due to illness or unforeseen or extenuating circumstances, the student office hour shall be rescheduled if possible.
5. Student office hour time as provided in this Article is negotiated pursuant to Education Code Section 87884 and shall not be applicable toward the sixty-seven (67) percent requirement as specified in Education Code Section 87482.5.
6. This MOU is not subject to the Grievance Procedure.
7. Any modifications of this MOU or the provisions of this MOU shall be in writing and signed by Parties.
8. This MOU shall remain in full force through June 30, 2026.
9. This MOU shall not be precedent setting.

Long Beach Community College District

Loy Nashua

Loy Nashua
Vice President, Human Resources

Date: December 4, 2023

Certificated Hourly Instructors

Dr. Dale Lendrum Ed.D.

Dale Lendrum
CHI Negotiator

Date: December 4, 2023








CHI Part Time Office Hours MOU 12.4.23

Final Audit Report

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