

MEMORANDUM OF UNDERSTANDING

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

TERMS

The District and the Federation have agreed as follows:

1. To allow a part-time faculty member, Kelli Bartel, to perform the duties and responsibilities of Equipment and Skills Supply Ordering for the Nursing and Allied Health Division from June 1, 2015 through June 30, 2016.
2. The duties and responsibilities are outlined in the attached description.
3. The faculty member has agreed and voluntarily accepts this assignment.
4. The faculty member will receive two payments of \$500 each for a total payment of \$1,000. Both of the stipends will be paid with the end of the month pay period; the first payment of \$500 will be paid December 2015 and the second payment will be paid June 2016.
5. This agreement will expire June 30, 2016.
6. This agreement does not alter the faculty member's regular assignment.
7. The terms of this MOU are non-precedential and do not create any historic practice.


This MEMORANDUM OF UNDERSTANDING supersedes any MOUs regarding the assignment of Equipment and Skills Supply Ordering Services. By their signatures below, the signatories certify that they are 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 AGREE TO:


Debra Stakes, President

June 22, 2015
Date

CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909


Gilbert H. Stork, Ed.D.

6/22/2015
Date

Superintendent/President

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

DIVISION OF NURSING & ALLIED HEALTH

EQUIPMENT AND SKILLS SUPPLY ORDERING DUTIES AND REPONSIBILITIES

The duties and responsibilities of the Equipment and Skills Supply Ordering include:

1. Liaison with faculty to obtain supply and equipment list.
2. Maintain supply and equipment catalogs.
3. Research item costs.
4. Contact vendors for quotes.
5. Verify all supplies are received.
6. Assure supplies go to the correct program/faculty.
7. Coordinate recall of items as needed.
8. Coordinate return of broken items.
9. Complete purchase orders and give to the director of nursing for signature.
10. Coordinate standing purchase orders.
11. Mutually file paperwork with nursing office staff.
12. Prepare requisitions for the division's annual skills supply order to be reviewed and signed by the Director of Nursing between May 1 and June 15, 2016.