

**Memorandum of Understanding  
between Long Beach Community College District  
and Community College Association-Long Beach City College  
December 2, 2011**

The parties hereby agree to the following changes to Article XI - Hours of Employment/Service Load, page 50 of the LBCCD/CCA-LBCC Tentative Agreement dated April 26, 2010:

**G. Nonclassroom Assignments**

**1. Full Time Assignment Counselors, Librarians and Instructional Specialists**

a. The assignment for Counselors, shall be based on a forty-five (45) hour work week. An average of five (5) hours per week shall be devoted to college service, and four (4) hours per week shall be for professional preparation/documentation. The assignment for Librarians, Media Specialists, Counselors, Campus Nurses, and Learning Center (such as in the Center for Learning Assistance Services) faculty members' nonteaching time shall be based on a forty (40) hour week. Five (5) of the forty (40) hours shall be devoted to college service and three (3) hours of forty (40) hours shall be for professional preparation.

b. The assignment for Librarians, and Instructional Specialists shall be based on a forty (40) hour work week. Five (5) of the forty (40) hours shall be devoted to college service and three (3) hours of forty (40) hours shall be for professional preparation.

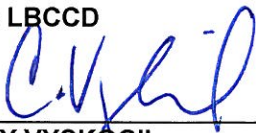
**2. Counseling Contracts**

a. Librarians, Counselors, and Instructional Specialists shall be assigned 197 days to be worked in the following manner:

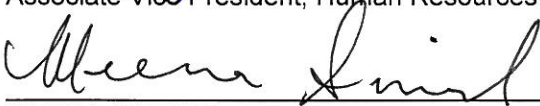
1). Counselors' Schedules: 177 days will be based upon the academic year as defined in XI.A. (Fall and Spring Semesters, flex days, College Day, and Graduation). Counselors will begin provide service using a staggered schedule, excluding two weeks during the Christmas holiday season and one week during spring break, with three (3) starting dates to be scheduled in alignment with the College calendar for a period of 16.6 weeks each as follows:

1. Two (2) weeks prior to the start of each semester,
2. The start of each semester,
3. The start of the third week of each semester.

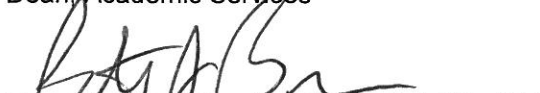
**FOR: LBCCD**



**CINDY VYSKOCIL**  
Associate Vice President, Human Resources



**MEENA SINGHAL**  
Dean, Academic Services

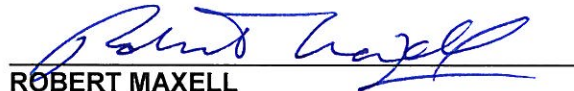


**PETER BROWN**  
Chief Negotiator

**FOR: CCA-LBCC**



**LYNNE MISAJON**  
CCA Chief Negotiator



**ROBERT MAXELL**  
CCA Negotiator



**ROBIN DEVITT**  
CCA/CTA Representative