

PPCC Compensation Guidelines

This handbook will be revised and reviewed annually in July to be effective the following Fall, Spring, and Summer terms.

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Minimum Teaching Requirements

Higher Learning Commission (HLC) Policies

Minimum teaching requirements are defined on the HLC website under HLC Policies:

<https://www.hlcommission.org/Policies/policy-index.html>.

Career and Technical Education (CTE) Credentialing

Postsecondary Credentialing information can be found on the Colorado Community College System’s (CCCS) website under Educational Services:

<http://coloradostateplan.com/administrator/credentialing>.

Also see Pikes Peak Community College (PPCC) Educational Procedures:

<https://www.ppcc.edu/instructional-services/ep>.

Academic Faculty/Instructors (Non-CTE)

Academic Minimum Requirements: Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Possible waivers for non-GT (guaranteed transfer) courses. Contact Division Dean.

CTE Faculty/Instructors

Must have experience as required by CCCS. This requirement may be waived with permission of the Dean if the CTE faculty/instructor has a high school degree and current experience as required by the college. Must have current credentials on file. Those without current credentials will not be permitted to teach. The Credentialing Manager retains all CTE records on

the Credentialing shared drive (G:\Credentialing) which is accessible to all division administration.

Note: All CTE faculty and instructors must be properly credentialed in order for PPCC to maintain Perkins funding and financial aid eligibility for CTE programs.

Faculty Workload and Pay Structure

Faculty loads are paid via an annual contract with Human Resources (HR). Any payment due over the annual contract load is paid at a rate determined at the beginning of each fiscal year. New pay rates are effective beginning with the Fall term.

Faculty Workload

Faculty load is assigned by contact hours. Activity Types are assigned to courses in the PPCC Catalog and follow the Common Course Numbering System (CCNS) guidelines and CIP approval. Each activity type denotes a specific contact-hour to credits ratio (workload).

[Appendix A: Activity type to Workload Ratios](#)

[Appendix B: Discipline Specific Load Requirements](#)

Note: Faculty Load and Compensation (FLAC) pays contracts based off the PPCC Catalog and PPCC Compensation Policies. Classes built outside of the published hours in the catalog are paid at the non-instructional Rate.

Deviation from Faculty Load Status

Regular and Part-Time faculty fulfill a normal 9-month contract workload split evenly between Fall and Spring semesters. Faculty who wish to deviate from a normal 9-month contract are required to obtain Dean, VPIS, and VPAS approval through completion of an Alternate Teaching Memo of Understanding (MOU). The memo must be prepared each Summer and summarize the requested load for the academic year in this order: Summer, Fall, Spring. A copy of the fully approved memo must be submitted to FLACTeam@ppcc.edu. Contact Human Resources (HR) for a current template.

Faculty Overload

Overloads should not interfere with the quality of instruction or the performance of other contractual duties such as; course revisions, office hours, committee work, departmental obligations, and professional development. Non-classroom instruction such as an independent study class will be negotiated so as not compromise regular duties.

- **Faculty cannot expect to receive an overload. All overloads are by mutual agreement between the faculty member and the Division Dean.**

- Overload involves compensation for scheduled duties (including instruction in walk-in labs and special projects) beyond those required by the normal workload.
- **Overload compensation will not occur until all regular load contact hours are met.**
- Overload compensation for teaching will occur according to established payment dates and will not occur prior to a class start date.
- When overload activities are assigned, expected hours are noted for entry into the faculty management systems as additions to the instructor's regular schedule. Non-instructional hours will be negotiated as to not compromise regular or instructional overload duties.
- Release time for teaching may be granted for certain activities such as; department chair, advising, and other major projects approved by the VPIS. **As loads are determined, teaching assignments are first priority.** All effort should be made to include classes in the regular load and non-instructional activities as overloads. Faculty may request that department chair assignments are included in regular load.
- Overload compensation will be awarded for time beyond the 166-day faculty contract (typically Fall and Spring). Dean and VPIS approval are required when exceeding 21+ credit hours.

Faculty Overload Process:

1. Dean approves overload
2. Dean submits Workload Approval Form (WAF) **the Wednesday prior to the start of the semester.** WAF is automatically routed to Instructional Support (IS) for review.
3. IS reviews WAF and confirms overload
4. Director of IS generates 21+ Report and routes it to VPIS for approval
5. VPIS approves/denies overload
6. VPIS returns report to Director of IS for contracting

Note: IS will not contract overload prior to receipt of VPIS approval.

Faculty Sick Leave

Sick leave is for the purpose of providing protection of income to eligible employees to address their physical or mental wellbeing.

- Faculty must submit sick leave for all scheduled, regular load hours for missed workday(s) to include class hours and all other scheduled non-teaching duties (e.g. office hours, student office hours, etc.).

- Sick leave will be charged on an hour for hour basis (i.e., one hour for each hour of classes, office hours, or other duties/responsibilities missed consistent with Board Policy). It is the responsibility of the supervisor to determine the amount of leave to be charged and to make arrangements to cover the duties of an employee who is on sick leave, including arrangements for substitute instructors, temporary office help, and/or temporary reassignment of duties. ***Please note the sick leave provisions do not restrict benefit-eligible faculty from using sick leave for overload appointments beginning July 1, 2021.*** Benefit eligible employees (Faculty, limited faculty) may use their sick leave for overload classes missed due to illness.
- Divisions are required to upload a Monthly Pay Request, located in G:\FacultyManagement\Submission Forms, for the deduction(s) to the D2L drop boxes. Note: You do not need to request a deduction if sick leave was submitted.
- Any faculty or instructor who substitutes for a faculty member will be paid at the current substitute pay rate. **The current substitute pay rate is \$50 per hour.**

[Appendix D: Non-Tiered/Non-Instructional Pay Rates](#)

- Deans have the responsibility to monitor and provide follow-up reporting of sick leave use for all employees under their supervision, monitor the appropriate contract adjustments for overload classes missed, and ensure submission of substitute pay requests.

Faculty Load Calculation and Sequencing

There is an order in which assignments are included in regular loads. Faculty load should be filled with teaching assignments first with attention to parts of term:

1. Courses starting the first week of the semester
2. Full semester chair duties
3. Other assignments that start the first week of the semester
4. Teaching assignments and Special Projects that are not full-term (e.g. BI2, TR2, LAT parts of term)

Example 1: Faculty has a regular load of 15 hours. Regular load should fill with courses starting the first week of the semester first, department chair duties second, and courses that are not full term (e.g. BI2). Contracting for ENG 111-101 thru department chair will begin during the initial pay period for the semester. Contracting for the BI2 class will begin during the initial pay for BI2.

Course	POT	Activity	Credits	Activity Type to Credit Ratio	Regular (RG) Load/Overload (OL)
ENG 111-101	F15	LEC	3	1:1	3 RG
ENG 111-102	BI1	LEC	3	1:1	3 RG
ENG 111-103	F15	LEC	3	1:1	3 RG
ENG 111-105	F15	LEC	3	1:1	3 RG
Department Chair	Full Term		3	1:1	3 RG
ENG 111-104	BI2	LEC	3	1:1	3OL

Example 2: Faculty has a regular load of 18 hours. Regular load should fill with courses starting the first week of the semester first. The department chair duties and BI2 class will be considered overload hours. Contracting for MGD 111-101 thru department chair will begin during the initial pay for the semester. Department chair duties will only be contracted during the initial pay because regular load was met. Contracting for the BI2 class will begin during the initial pay for BI2.

Course	POT	Activity	Credits	Activity Type to Credit Ratio	Regular (RG) Load/Overload (OL)
MGD 111-101	F15	LLB	3	1.5:1	4.5 RG
MGD 111-102	BI1	LLB	3	1.5:1	4.5 RG
MGD 111-103	F15	LLB	3	1.5:1	4.5 RG
MGD 111-105	F15	LLB	3	1.5:1	4.5 RG
Department Chair	Full Term		3	1:1	3 OL
MGD 111-104	BI2	LLB	3	1.5:1	4.5 OL

Example 3: Faculty has a regular load of 18 hours. Regular load cannot be met right away because two of the classes start later in the term. In this case, load will be CAD 111-101, -103, and -105. Department chair hours will be added to load which brings the regular load up to 16.5 hours. This still does not make a regular full load, so the hours from BI2 will be split between regular and overload hours. CAD 111-102 (4.5 load hours) is split with 1.5 hours as regular load and 3 hours as overload. The full regular load is met once the BI2 class begins. Contracting for all hours will begin during the initial pay for BI2.

Course	POT	Activity	Credits	Activity Type to Credit Ratio	Regular (RG) Load/Overload (OL)
CAD 111-101	F15	LLB	3	1.5:1	4.5 RG
CAD 111-103	F15	LLB	3	1.5:1	4.5 RG
CAD 111-105	F15	LLB	3	1.5:1	4.5 RG
Department Chair	Full Term		3	1:1	3 RG
CAD 111-102	BI2	LLB	1	1.5:1	1.5 RG (split)
			2	1.5:1	3 OL (split)
CAD 111-104	BI2	LLB	3		4.5 OL

Faculty Instructional (Tiered) Overload Pay

The Faculty pay for course and department chair overloads is based on the annual faculty tiered pay rate. The faculty tiered rate is not tied to the instructor tiered pay rate. Changes to the faculty tiered pay rate may change independently in any year. Instructional Deans and Associate Deans, when teaching, are paid at the faculty tiered rate.

[Appendix C: Approved FLAC Pay Matrix](#)

NOTE: Retiring Instructional Deans, Associate Deans, and Faculty will retain the Faculty Tiered rate for any future course-based assignments.

Examples of Instructional and Depart Chair Overload Assignments (Tiered pay)	
Course Instruction	Faculty assignment to a course
Dept. Chair Duties	Regular or overload hours following PPCC Department Chair formulas
Fire Academy	Hourly subject matter experts
Police Academy	Hourly subject matter experts
Overload Split from CRN	Used when regular load hours must be met with a portion of the course hours. The remain hours are then paid as an overload assignment.
Additional Enrollment	Used for double-lecture science classes.

Included in Faculty Contract and do not Receive Additional Compensation	
Advising	No extra pay. Part of faculty assignment. Hourly pay during off-semester assignment(s).
Committees	No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).
Class preparation	No extra pay. Part of faculty assignment.
Department Meetings	No extra pay. Part of faculty assignment. Hourly pay for off-semester meeting(s).
Hybrid Curriculum Development	No extra pay. Part of faculty contract.
Other Meetings	No extra pay. Part of faculty assignment. Hourly pay for off-semester meeting(s).
Professional Development	No extra pay. Part of faculty assignment.
Scheduling	No extra pay. Part of faculty assignment.
Traditional Curriculum Development	No extra pay. Part of faculty assignment.
Tutoring	No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).
Workshops	No extra pay. Part of faculty assignment. Hourly pay for off-semester workshop(s).

Non-Instructional Overload Pay

Non-instructional pay is not tier based. In most cases, non-instructional assignments are single meetings or short-term obligations that are paid at the non-instructional pay rate and do not count towards faculty load.

[Appendix D: Non-Tiered/Non-Instructional Pay Rates](#)

Instructional Workload and Pay Structure

Instructor Workloads

PPCC Instructors do not have an annual contract load. Instructors may teach up to 21 credit hours.

VPIS Approval Required: An instructor who is asked or requests to teach over 21 credit-hours system-wide must have prior approval. System-wide is defined as the total combined credits taught throughout the community college system. The College President must report this information to the System President every semester.

Instructor Overload Process:

1. Dean approves overload
2. Dean submits Workload Approval Form (WAF) **Wed prior to the start of the semester.** A WAF is only necessary for Instructors if teaching over 21 credit hours. You do not need to submit a WAF if teaching below 21 credit hours. WAF is automatically routed to Instructional Support (IS) for review.
3. IS reviews WAF and confirms overload
4. Director of IS generates Overload Report and routes it to VPIS for approval
5. VPIS approves/denies overload
6. VPIS returns report to Director of IS for contracting

Note: IS will not contract overload prior to receipt of VPIS approval.

Affordable Care Act

Affordable Care Act (ACA) Hours: ACA hours include all hours worked, including those worked for Work Force Development.

Does your instructor assignment count towards BP 3-80, PPCC policies, and ACA hours?						
	Courses	Dept. Chair	Project**	Subs	Meetings	Committees
21+ Credits	Yes	Yes	Yes	No	No	Hourly/No Project MOU/Yes
PPCC 80%	Yes	Yes	Yes	No	No	Hourly/No Project MOU/Yes
ACA	Yes (2.25)*	Yes	Yes	Yes	Yes	Yes

**Project is any assignment for which an instructor is contracted to complete a task for a predetermined amount of contact/credit hours. Any non-department chair assignment must be approved by the Dean (and depending on the assignment, the VPIS) prior to commencement of duties.

Instructor Advancement Program and Tiered Pay

The Instructor Advancement Program (IAP) supports the professional development of instructors at Pikes Peak Community College (PPCC) through the completion of professional and

pedagogical training. All instructors begin as tier level Instructor 1 Bronze. Instructors can then progress through two additional levels for additional compensation: Instructor 2 Silver and Instructor 3 Gold. The IAP is completely voluntary. If interested, instructors can complete an Intent Form found in the CETL Lib Guide (<https://libguides.pgcc.edu/cetl/adjunctadvancement>). Attaining higher tiers does not constitute an agreement for continued employment or preference in selection for open full-time professor positions. Tiered pay only applies to compensation attached to a CRN. APT staff who teach overloads are eligible to participate in the IAP program.

Professional Development trainings are usually compensated. Professional Development that is compensated cannot be used as IAP training units. Instructors may choose whether they want compensation or want to apply towards the IAP. Instructor 1 Bronze (default)	
Requirements for Advancement	None. All instructors begin at the Bronze level.
Instructor 2 Silver	
Requirements for Advancement	4 semesters of teaching* 16 units of professional development “Met Expectations” on last evaluation Successful completion of May Institute 1
Application Deadlines	Letter of Intent, Oct 6 May Institute, 1 st Monday in May
Instructor 3 Gold	
Requirements for Advancement	Taught 2 semesters as Instructor 2 Silver 16 additional units of professional development “Met Expectations” on last evaluation Successful completion of May Institute 2
Application Deadlines	Letter of Intent, 1 st Monday in Oct May Institute, 1 st Monday in May

*Teaching service may be grandfathered for semesters taught as a PGCC instructor before Fall 2014.

Instructor Tiered Pay

Instructor pay is based on the annual Instructor Advancement tiered rate.

[Appendix C: Approved FLAC Pay Matrix](#)

Examples of Instructor Advancement Tiered Pay	
Course Instruction	Instructor assignment to a course
Department Chair Duties	Hours following PPCC Dept. Chair formulas
Fire Academy	Hourly subject matter experts
Police Academy	Hourly subject matter experts
Additional Enrollment	Used for double-lecture science classes

Non-Instructional Instructor Pay

Non-instructional pay is not tier-based. In most cases, non-instructional duties and assignments are single meetings or short-term projects that are paid at the non-instructional rate and do not count towards load. Occasionally, a Special Project Request Form is required to complete a non-instructional assignment. Refer to the Special Project Request Form section for more information.

[Appendix D: Non-Tiered/Non-Instructional Pay Rates](#)

High School Programs (HSP)

Career Start (Course Section Numbers 7XX)

Classes held on campus and paid like all other courses at the approved PPCC rates. The loads are calculated the same as traditional faculty and instructors. Career Start faculty and instructor class compensation is funded through the instructional division. The instructional division is responsible for submitting all sub pays.

Instructor Compensation

Instructors teaching Career Start sections are contracted like traditional instructors. However, instructors may work extra hours. Time beyond their required contact time may be used in lieu of other faculty job requirements (i.e. advising, committee work) as determined by the instructor and their supervisor. Career Start will submit pay request spreadsheets for the additional hours to the D2L drop box.

Example: Assuming 225 contact hours for Career Start in a semester, the instructor teaches 22.5 hours beyond their courses' required contact time. The instructor and supervisor should review how the 22.5 hours may be used to meet other job requirements.

Course	Credits	Contact Hours
ACT 122	3	67.5
ACT 144	2	45
ACT 243	2	45
ACT 244	2	45
Instructional Hours		202.5
Additional Career Start hours		22.5
Total Hours		225

Non-Instructional Compensation

Some events (e.g. staff meetings and School Nights) are coordinated and funded by Career Start using Career Start organization codes.

Campus Pathways (Course Section Numbers 7XX)

Offered at area high schools. HSP and the instructional discipline department chair discuss candidates for employment. All instructors teaching at high schools must be found qualified for teaching by the discipline department chair, complete an HR employment packet, and any applicable credentialing requirements.

If PPCC is paying for a Campus Pathways course taught by instructors, HSP needs to complete the BW Pay Request, located in G:\FacultyManagement\Submission Forms, and upload to D2L drop boxes. If PPCC is paying for a Campus Pathways course taught by faculty, pay is requested by submitting a Workload Approval Form (WAF).

Any changes or additions are submitted via the appropriate e-Routing or submission forms located in G:\FacultyManagement\Submission Forms and must be approved by the divisions.

Most Campus Pathways courses are paid by the high school for where they teach. If the high school is paying for the course, it does not count towards faculty load.

Learning Commons

Learning Commons (LC) tutors are paid hourly rates (rates may differ). Faculty, instructors, and exempt APT employees may also work for the LC. All hours, to include LC hours, count towards ACA hours. CCCS HR conducts an annual review of ACA hours. An employee considering work with the LC must coordinate with their direct supervisor to ensure that no conflict of commitment exists for the assignment. Employees may not be hired by, or begin any work for, the LC without either an approved Special Project Request Form (SPF) or a Temporary Agreement form signed by the Dean or direct supervisor.

A Special Project Request Form (SPF) must be completed for any **faculty or exempt APT employee** seeking employment in the Learning Commons. The SPF should be completed by the funding org code owner, reviewed and signed by their Dean or direct supervisor, and submitted to the Associate Vice President for Academic Resources before any work can begin.

The Temporary Agreement form, located in HR, must be completed for any **instructor** considering working in the LC. The form includes dates and encumbers hours and wage. The form must be signed by the Associate Vice President for Academic Resources and the Division Dean or direct supervisor before any work can begin. The completed form is returned to HR where the information is added the electronic timesheet system.

Workforce Development

Workforce Development (WFD) classes can be either credit or non-credit classes offered on an open enrollment basis to the community or on a contract basis to the employees or clients of local organizations or companies. WFD instructors, titled “Facilitators”, are required to have education, training, and experience that equal or exceed CTE credentialing requirements, however, actual CTE credentials are not required. Facilitators’ hourly pay rates differ depending on the assignment.

Faculty, instructors, and APT employees may also work for WFD. All hours, to include WFD hours, count toward the ACA hours reviewed by CCCS HR annually.

An employee considering work with WFD must coordinate with their direct supervisor and division leadership to ensure no conflict of commitment exists for the assignment.

Employees may not be hired by or begin any work for WFD without a Special Project Request Form (SPF) and Temporary Agreement form signed by the Associate Vice President (AVP) of Strategic Partnerships [or proxy] and their Dean or direct supervisor.

WFD will complete a SPF for all faculty, instructors, and exempt APT employees seeking employment. The form will define scope of work, dates, hours, and wage. This form must be reviewed and signed by the Dean or direct supervisor of the PPCC employee before any work can begin.

WFD will complete a Temporary Agreement form, located in HR, for any instructors considering working for WFD. The form includes dates and encumbers hours and wage. The form must be signed by the AVP of Strategic Partnerships [or proxy] and the Instructional Dean or direct supervisor before any work can begin. The completed form is returned to HR where the information is added to the electronic timesheet system.

Pay Formulas

Additional Enrollment (e.g. Double Science Lectures)

Compensation for large classes may be greater than the normal compensation for one class when the additional enrollment exceeds 15% of the defined maximum enrollment at census.

Additional enrollment pays at the faculty tiered rate and does not count toward load.

Example 1:

BIO 111-101 and BIO 111-102 lectures meet at the same time. The courses consist of a 4-credit lecture and a 1-credit lab. The labs pay normally for each class. The max enrollment for each class' lecture is 24 students and the combined lecture enrollment is 48 students.

1. Find number of countable additional enrollment:
Maximum enrollment for 1 class is 24 students
After census:
22 students enroll in BIO 111-101
23 students enroll in BIO 111-102
Total enrollment in both lectures is 45 students
45 students enrolled – 24 student cap = 21 additional enrollments
2. Calculate number of enrollments to pay
Subtract 15% of the max enrollment (no compensation for enrollments up to 15%)
 $24 \text{ max enrollments} \times 15\% = 4$
 $24 - 4 = 20$ students for additional pay
3. Find the per student rate:
 $4 \text{ credits} \times \$844.05 \text{ per credit} = \$3,376.20$ total lecture pay
 $\$3,376.20 \text{ total lecture pay} \div 24 \text{ (max enrollment)} = \140.68 per student
4. Find additional total pay:
 $20 \text{ students at } \$140.68 \text{ per student} = \2813.50 total additional enrollment compensation

Example 2:

NUR 211-101, The courses is a 4-credit/105 Contact hour class (15 lecture, 30 Lab, 60 Clinical). Total hours may be split between assigned instructors/sessions; but **cannot exceed** catalog course total. Additional sessions are contracted as 0.00.

1. **Same** instructor teaching **both** Clinical sessions for the **same CRN** will be contracted as:
611705-AA CLNC NUR 211 –101 Session A Monday 60 Contact hours *\$56.27 = \$3376.20
611705-AA CLNC NUR 211 –101 Session B Tuesday 0 Contact hours *\$0.00 = \$0.00
2. **Split** instructors teaching the Clinical for the **same CRN** will be contracted as:
611705-AA CLNC NUR 211 –101 30 Contact hours *\$56.27 = \$1778.10

611705-AA CLNC NUR 211 –101 30 Contact hours *\$56.27 = \$1778.10

Curriculum Development

Traditional and Hybrid curriculum development are parts of regular faculty contracts.

Instructors may be hired for curriculum development assignments and will be paid at the non-instructional hourly rate. Curriculum development compensation will occur after completion of the project.

Online curriculum development is managed by the eLearning Division. An agreement must be completed with eLearning outlining hours, duties, and deliverables. The faculty or instructor is responsible for tracking their hours. Total hours worked are submitted to the Instructional Division once the project is complete. Online curriculum development pays at the non-instructional rate. Work must be submitted in the tax and fiscal year in which the project began for tax and budgeting purposes.

NOTE: Specialized co-requisite course development may be assigned to faculty as release time or paid overload. If the faculty has sufficient classes to meet regular load, classes are used first, making the duty an overload. If the faculty is not teaching a full load, the duty would be release time at 30 hours per credit/load hour. Compensated curriculum development of any kind is paid at the non-instructional rate.

Department Chair

A PPCC Department Chair Assignment workbook is completed annually by each Instructional Dean and/or Associate Dean. Department Chair formulas are based on many department variables, including instructor FTE. The spreadsheet with the formula used will be emailed to FLACTeam@ppcc.edu for auditing purposes at the end of the spring semester.

Department Chair assignments are uploaded to a WAF for faculty during the fall and spring or a Pay Request for faculty during the summer and all instructors. Pay Requests are uploaded to D2L at the beginning of every semester.

Grant Compensation

Grant funded assignments/projects pay at either the pay rate established by the Grant or PPCC approved pay rates. The assignment will be assessed prior to the start of work using a duty description best defining the task. A grant pay offer must be in writing and approved by the VPIS.

Some grant assignments may not be comparable to existing traditional instructional or non-instructional pay rates. In these unique situations, the President must approve any deviation to established PPCC pay rates (except where the pay rate was established by the Grant).

Assignments not comparable to established pay rates may be high demand / high paying subject matter experts required to complete the objectives of the grant.

Special Project Request Forms (SPF) are required for ALL grant payments paid through FLAC.

SPFs for Grants are prepared by the funding org owner. The org owner may be an instructional division or the Director of Grants Development and Compliance. These actions must occur before faculty/instructor payments can begin.

The Grant Owner is responsible for approving the grant funding payments through FLAC. The Grant Owner must be in FLAC routing to approve the payments, or the division can add a Dean or AD as the org approver. In some cases, the VPIS may be the approver. The Grant Director may also be the Grant Owner dependent on the Org.

The Grant Owner collects needed information from the Grant Director. The **Grant Owner** is responsible for filling out and processing the Special Project Form. If it is a faculty, instructor, or any other instructional staff, the Grant Owner or the Grant Owner's division prepares the form, signs it, collects the Dean signature, the VPIS signature [if required], and the Grant Director's signature. The division uploads the form to D2L.

WFD, HIPS, and CETL will provide a completed Special Project Form for all faculty, instructor, and exempt APT employees funded through a grant. WFD, HIPS, or CETL prepares the form and collects the signatures. All Special Project Forms require review and signature of the Dean or direct supervisor of the PCC employee before any work can begin. WFD, HIPS, and CETL are responsible for uploading the completed and signed forms to D2L.

Independent Study Classes

Classes for individual or small numbers of students may be offered upon special approval of the division dean. Instruction is delivered to the student on an individual basis. Such classes are not considered part of the faculty load. Compensation will be at the rate of \$200 per student per class based on the census enrollment results. The total compensation for all independent studies offered by one instructor during one semester for one course shall not exceed the compensation for one class of the same course. These classes are paid on the first pay date following the last day of the class.

Per Student Classes

Internships, clinicals (including nursing clinicals), practicums, work experience and field activities pay per activity type at a per student rate based on enrollment after census (+2 business days). Compensation is at the tiered rate.

Note: A lecture component of a per student class pays at 100% of the workload assigned and at the same time as other lecture classes.

The per student formula is: $1.5 \times \# \text{ of students} \times \# \text{ of activity credit hours} \times \text{hourly tiered rate}$

Example: IND 288 is a 1-credit Interior Design Practicum consisting of a 7.5-hour/.05- credit Lecture activity and a 22.5-hour/0.5-credit practicum. Six students are enrolled.

The lecture pays normally at the current tiered rate, regardless of student enrollment, for the first pay date of the appropriate part-of-term.

1. 0.5 credits x \$844.05 = \$422.03 total lecture pays
2. The practicum activity is compensated based on student enrollment after census date:
3. 1.5 x 6 students x 0.5 credits x \$56.27 = \$253.22
4. Lecture \$422.03 + Practicum \$253.22 = \$675.25 total pay

Learning Communities

Learning Communities are 2 linked courses taught by 2 faculty members teaching courses in the discipline for which they have been hired to teach. The integrated content of the courses is proposed, outlined, and approved/added to the class schedule in 3 phases.

Phase 1: The Learning Community Proposal

- Faculty are not monetarily compensated for this phase of the process.

Phase 2: The Learning Community Outline

- Faculty are each compensated at the approved rate for this phase of the process

[Appendix C: Approved FLAC Pay Matrix](#)

Phase 3: Addition of the Learning Community to the Course Schedule

- If approved in Phase 2, the Learning Community may be offered as linked courses in a subsequent semester.
- Faculty will be compensated at an additional 1.5 regular credit/contact hour compensation for teaching a learning community. Both the faculty must be present for instruction in both classes.
- If linked Learning Community courses are separated (both faculty are not present for instruction in both classes) faculty will be compensated at per regular credit/contact hour guidelines, not at 1.5 compensation.

Repeating the Learning Community

- Faculty will be compensated as shown in Phase 3 above, for teaching a learning community each time the linked courses are offered for enrollment and 'run' during the designated semester.

Private Music Lessons

Private music instruction is paid on a per student basis based on enrollment after census.

Example: A 1-credit class meets 7.5 total hours and a 2-credit class meets 15 total hours per semester. Each student is enrolled in a unique course shell. Classes can either count toward load or overload and are paid at full faculty tiered rates.

Service Learning (SL)

Faculty who wish to teach a SL course must attend a PPCC Service Learning Seminar. In special cases, HIPS and the Instructional Dean may approve individual training. Faculty or Instructor then applies for a SL Grant through the PPCC Service Learning website for the first SL course, and a Secondary SL Grant for developing subsequent courses. Each are one-time payments. Once a class is approved, the faculty or instructor may conduct the course in future semesters without reapplying. A Special Projects Form must be initiated by HIPS and approved by the Dean. HIPS is responsible for submitting the completed SPF via D2L for payment.

[Appendix C: Approved FLAC Pay Matrix](#)

Cross Listed Classes

Cross listed classes occur when more than one section of different courses is taught during the same time block by the same instructor in the same room. Compensation for cross listed classes is equal to the compensation for the class with the highest number of contact hours at the appropriate tiered rate or can be part of a regular faculty load. Only the class with the highest number of contact hours in the cross list will count towards load or overload.

Example: Art Studio classes are commonly cross listed with classes at varying levels of the same topic. Ceramics I, II, III, and IV share the same room at the same time with the same faculty member. The classes are built and cross listed to tally the total max enrollment. For example, the total number of students who can physically be in the ceramics studio during a class session is 12. The cross listed classes are set up so when the sum of all enrollments reaches 12, students are no longer allowed to enroll in any of the cross listed ceramics classes. This is treated as one class for pay, load, and/or overload calculations.

Study Abroad (SA)

Study Abroad opportunities are offered annually at the end of the Spring semester. Students work with participating faculty and can choose between available destinations and discipline focuses. Study Abroad classes are considered part of the Spring semester.

A master D2L shell will be built in D2L for each destination, where the trip agenda, passport process, travel expectations, understanding of Title IX and other information will be posted for faculty to educate and stay connected with SA students. Grades will not be posted to the master D2L Study Abroad shells.

Each student will register for a one-credit Study Abroad independent study class. Faculty pay for Study Abroad is the independent study (IS) after census per-student pay rate.

Example: The destination is Italy. Four faculty are traveling with students, but each faculty teaches a different discipline. Students meet with the faculty teaching the discipline they wish to study while abroad, subjects like but not limited to Photography, Anthropology, and

Communication. Students are registered for the appropriate independent study class. Faculty are compensated at the current independent study after census per student pay rate.

Faculty	Travel Focus	#Students Registered	Faculty Pay
1	Communication	5	5 x current IS pay rate
2	Anthropology	7	7 x current IS pay rate
3	Photography	6	6 x current IS pay rate
4	Political Science	8	8 x current IS pay rate

Parking, mileage, per diem meals, and travel insurance for SA faculty will be the responsibility/covered by HIPs. Room upgrades are paid by individual SA faculty.

Substitutes

Sick Leave - Sick leave will be charged on an hour for hour basis (i.e., one hour for each hour of classes, office hours, or other duties/responsibilities missed consistent with Board Policy). It is the responsibility of the supervisor to determine the amount of leave to be charged and to make arrangements to cover the duties of an employee who is on sick leave, including arrangements for substitute instructors, temporary office help, and/or temporary reassignment of duties. **Please note the sick leave provisions do not restrict benefit-eligible faculty from using sick leave for overload appointments beginning July 1.**

If a faculty member misses a class period that is part of load, leave should be submitted for the missed time. Missed classes in overload assignments are deducted at the set sub rate.

Substitutes are paid at the set sub rate. Hours per day are determined by dividing the total hours for the class by the number of class meeting times for the semester. This does not affect load. The current set sub pay rate is \$50 per hour. **Benefit eligible employees (Faculty, limited faculty) may use their sick leave for overload classes missed due to illness.**

Formula: Total Contact Hours [Defined in the Catalog]/# of Class Meetings = Hours per Day

Formula excludes HSP classes paid by PPCC which are automatically granted 3 hours.

Example: Faculty teaches ENG 121 on Mondays and Wednesdays during Fall. ENG 121 meets a total of 45 contact hours over 15 weeks, twice a week for a total of 30 class periods. There are no holidays that affect meeting times.

Formula: 45 total hours divided by 30 class periods = 1.5 hours per pay

Pay will be deducted by 1.5 hours at the sub rate (if sick leave was not submitted). Substitute will be paid 1.5 hours at the sub rate.

A sub pay submission should consist of 2 requests, 1 to pay the substitute and 1 to deduct pay from the original instructor (if sick leave was not submitted).

Note: If the original instructor is faculty and the deduction would be for a class that is included in the regular load, no pay is deducted. Faculty should then submit leave.

UCCS Developmental Education Classes

UCCS offers a few developmental education classes on their campus. The classes are considered PPCC classes and may pay extra for extra hours in the class. The classes will be scheduled and paid normally at PPCC, and any extra time will be paid as additional enrollment [ADEN] at the appropriate tiered rate. This extra pay is submitted by the sponsoring division on a Pay Request spreadsheet.

Errors in Pay

If faculty/instructors discover errors in their pay, they should immediately contact their division. The division will research and if the error is valid, immediately report it to FLACTeam@ppcc.edu. Every effort will be made to have the assignment paid on time. Missed pays will be addressed same day if during business hours.

In some cases, a payment from the PPCC Foundation may be available.

FLAC Workflow

FLAC Workflow is the Banner assignment approval routing process. Assignments submitted for pay are entered into Internet Native Banner's (INB) SIAASGN screen, then locked for routing in Self Service Banner (SSB). When an assignment is locked it appears in the Portal Workflow Worklist for both the Organizational Code [Org] Approver (FOAP) and the Load Approver.

Office Manager (FOAP Approver)	The person delegated to approve the org code. Usually the Associate Dean responsible for the account from which the assignment will pay.	The Funding Organizational Code Approver verifies the individual assignment verifying correctness of the Org Code, Contact Hours Worked to the Calculated Workload Hours are appropriate and the assignment is paying correctly.
Associate Dean (Load Approver)	The person delegated to approve the workload of the Faculty or Instructor. Usually the Dean or Director of the payee.	Each person hired at PPCC is assigned a home org code designating the area of the college in which they were hired to teach/employed. Employees can work in more than one area, but they can have only one home org code. The Dean or Director over the home org code for each employee is responsible for monitoring the employee, even though the employee may be teaching a different discipline, to verify the

		workload does not exceed the maximum allowed for that discipline/ department.
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FLAC Approval Proxy Setup

All approvals must be complete before payment is finalized. To keep payroll running, all approvers are responsible for assigning proxies to approve assignments in their absence. Approvers should have one [1] proxy set up for each assigned approval level. Deans should assign Deans to the Workload level and Associate Deans to the FOAP level where at all possible.

More than one proxy assigned to one role (e.g. Dean and Associate Dean assigned to FOAP) will cause errors in processing. Proxies assigned to more than one role (e.g. Dean assigned to FOAP and LOAD) will cause errors in processing. All assignments will appear in both workflows. The person who opens the form first 'owns' the form, and the assignment drops from the other person's queue and becomes stuck in the system.

Approvers cannot approve their own assignments. Approvers are responsible for assigning a proxy for their own assignments. Proxy should be at an equal or higher level.

Instructor Assignment, Reassignment, and Cancellations

Communication to instructors and students and maintaining such records of assignments, reassignments and cancellations is important not only for the college, but also the affected instructor. This will also assist with any course assignment questions within the division.

Notify Instructors of a Teaching Assignment

Department Chairs are responsible for notifying instructors, by email, of their teaching assignment(s) for each semester.

The Associate Dean and Assistant to the Dean must be copied on the individual email assignments.

Assignment notifications should occur no less than 14 days prior to the start of the semester. Special circumstances such as: hiring, HR paperwork needs, and other instructor teaching assignment changes may occur during the 14-day window prior to the course start date. In such cases, instructors may be assigned within 14 days prior to the start of the semester.

Divisions are responsible for saving copies of Instructor Teaching assignment emails.

The Department Chair will send an email with all teaching assignments to their Associate Dean or Assistant to the Dean.

The Associate Dean or Assistant to the Dean will then send the assignments to FLACTeam@ppcc.edu by using the Instructor Assignment Change spreadsheet located in G:\FacultyManagement\Submission Forms.

Sample Instructor Assignment email from Department Chair:

From: Roast, Chuck
Sent: Friday, January 29, 2016 10:36 AM
To: Harris, Farris
Subject: Farris Harris Spring 2016 Teaching Assignment Notification

Farris Harris,

I am pleased to offer you the following teaching assignment for the Spring 2016 semester:

BIO 201-1N2, Online, 1/18/16-5/8/16.

ENV 101-175, MW, 5:30-6:45, 1/18/16-5/8/16.

This offer is contingent upon courses that are assigned to you meeting their minimum enrollment of 12 by January 4.

This offer is also contingent upon full-time faculty attaining their course loads.

Please reply all to accept this assignment.

As always, thanks for your willingness to teach at PPCC.

Chuck Roast
Health Department Chair

Reassign a Regular Faculty to an Instructor's Course

On occasion, a Faculty's regular-load class may be cancelled due to low enrollment. In this instance, the faculty may need to take a course from an instructor to meet course load requirements. The following sample notification should be sent to the instructor; the Assistant to the Dean, Dean, Associate Dean, and Department Chair must also be copied.

Divisions are responsible for saving copies of instructor email reassignment notification.

The division must also notify the FLAC Team of the instructor change as soon as possible by emailing the Instructor Assignment Change spreadsheet to FLACTeam@ppcc.edu.

Sample Course Reassignment Email Notification to the Instructor:

Subject Line: Your Teaching Assignment at PPCC Has Been Reassigned
Jeremy Adams,
This email is to inform you that your scheduled class, POS 105-2N1, was reassigned to a full-time faculty member on December 22 nd to maintain their required teaching load for the Spring 2021 semester.

All full-time faculty must maintain a certain minimum contact-hour load each semester, and unfortunately this occasionally results in reassignment of courses.

You are a valuable instructor at our institution and we hope that you stay in communication with your Department Chair regarding future teaching opportunities.

Sincerely,

Instructional Dean

Course Cancellations

Course cancellation decisions should be made by the Instructional Dean and Associate Dean prior to the 14-day window preceding the semester or part-of-term start date.

Eighteen (18) days prior to the course start date, the Dean and Associated Dean identify courses that may be considered for cancellation

The Instructional and Associate Dean contacts appropriate Department Chairs with suggestions, e.g., moving to a late start or BI2 class, cancelling the course, offering the course online, or offering as an independent study.

The Department Chair should have two days to respond.

If the Department Chair does not respond, or if a collective decision is made to cancel, the following sample email must be sent to the instructor's PPCC email amount. The Assistant to the Dean, Associate Dean, Department Chair, CP&A liaison, and Dean must be copied.

A Class Cancellation Form. located in G:\FacultyManagement\Submission Forms, must be sent to FLACTeam@ppcc.edu as soon as possible.

Divisions are responsible for saving copies of instructor email cancellation notifications.

Sample Course Cancellation Email Notification to the Instructor:

Subject Line: Your Teaching Assignment at PPCC Has Been Cancelled

Amy Smith,

This email is to information you that your scheduled BUS 115-2N1 course was cancelled on December 22nd due to low enrollment for the Spring 2021 semester.

Each semester, course offerings are driven by student enrollment and demand.

Unfortunately, PPCC is experiencing a decline in enrollments this semester. We certainly hope this trend does not last long.

You are a valuable instructor at our institution, and we hope that you stay in communication with your Department Chair regarding future teaching opportunities.

Sincerely,

Instructional Dean

Sample Cancellation Email Notification to Students

Subject Line: Spring Course Cancelled

Dear PPCC Student,

This email is to inform you that your scheduled CIS 105-05B course has been cancelled due to low enrollment. We regrettably apologize for this inconvenience. Please contact our faculty advisor, or one of the PPCC advisors at 719-502-3232 or at advising@ppcc.edu for other course options.

Sincerely,

Instructional Dean

Low Enrollment Classes

Classes that are required for a student to graduate at the end of the semester, but do not meet enrollment requirements three weeks prior to the start of class should be submitted to the VPIS for approval to run with low enrollment. If the class has low enrollment and is not required for a student to graduate, then the class should be considered in the class cancellation process.

Inconvenience Fee Guidelines and Procedures

Any PPCC initiated change made to an instructor's schedule within the 14-day window requires payment of a 10% Inconvenience Fee. An instructor cannot waive or forfeit the fee.

Fees Not Paid:

- An instructor-initiated course change.
- Any medical issue that requires an instructor to self-remove from a class.
- Instructor removes themselves from a course for any reason that is not initiated by PPCC.
- Classroom change.
- Campus change for the same course.
- Course time change.
- Cross listed cancellations will only result in one fee payment.
- Continuing education courses, non-credit courses, or concurrent enrollment courses.

Sample Inconvenience Fee Email from the Instructional Division:

From: Bass, Harry
Sent: Thursday, January 22, 2016 9:14 AM
To: Adams, Samuel
Subject: Adams Inconvenience Fee Payment for HWE 222-151

Samuel Adams,

This email is to notify you that you will receive an inconvenience fee payment of 10% of \$2250.00 the full course compensation for HWE 222-151. This payment is due to your scheduled course being cancelled within 14 days of the start of the spring semester. This payment of \$225.00 will be processed as soon as possible.

You are a valuable instructor at our institution, and we hope that you stay in communication with your Department Chair regarding future teaching opportunities.

Sincerely,

Harry Bass
Academic Dean

Nursing Compensation

NOTE: PPCC is in the process of aligning with CCCS Clinical hours pending CIP approval.

Nursing compensation is under review and will continue to pay according to past guidelines until directed otherwise by VPI. In addition, we are awaiting MOU or MOA with clinics/hospitals as source documentation for required clinical prep.

COURSE	PPCC Clinical Hours	CCCS Clinical Hours
NUR 106	150.00	148.50
NUR 109	90.00	90.00
NUR 150	90.00	90.00
NUR 206	135.00	135.00
NUR 211	60.00	58.50
NUR 216	120.00	121.50
NUR 230	105.00	108.00
TOTAL CLINICAL HOURS	750.00	751.50

Lectures:

Total hours may be split between assigned instructors, but cannot exceed catalog course total

Lab Instructor:

Total hours may be split between assigned instructors, but cannot exceed catalog course total

Lab Lead:

Always a full-time faculty, 2 credits/lead/course NUR 109 ONLY

Clinical Instructor:

Ratio of students/instructor is determined by clinical site. One group/instructor/course.

Clinical Prep Time:

Paid at Non-Instructor rate \$25.00. hours vary per class. See table below

Clinical Lead:

Always a full-time faculty, 2 credits/lead/course

NCLEX Prep:

NUR 109 is the introductory class that includes a “common test taking” component to support new students in understanding NCLEX style questions. This is an additional 12 hours paid at Instructor rate for one instructor per semester.

Required:

CLINICAL PROGRESSION CHAIR

1 FT Faculty, 5 credits per semester

RETENTION COORDINATOR

1 FT Faculty, 6 credits per semester

DUAL ENROLLMENT COORDINATOR

1 FT Faculty, 5 credits per semester

Clinical Prep:

It is required that instructors arrive to the clinical site 30 minutes before students to meet with each charge nurse on each unit before making student patient assignments, as applicable and based on facility. Most sites also require that the instructor is responsible for student assignment of unit badges each day for each unit. Instructors stay a minimum of 30 minutes after students dismissed to confirm all student charting/documentation completed and signed

off by clinical instructor per clinical facility requirements, answer any nursing staff questions regarding the students' patient care assignment and return all student badges to each unit.

Class	Clinical Prep Hours
NUR 109	12
NUR 150	10
NUR 169	6
NUR 206	14
NUR 211	8
NUR 216	13
NUR 230	12
NUA 171	3
NUA 174	3

Outcomes Assessment/Systemic Plan of Evaluation (SPE)

2 FT Faculty, 2-3 credits per faculty per semester

Oversee and manage the development, implementation, analysis and reporting of student learning outcome assessments in compliance with the Accreditation Commission for Education in Nursing (ACEN). Nursing program graduate cohorts and employer satisfaction surveys, licensure examination pass rate data, cohort completion rates, job placement and continuing education data is analyzed and trended twice a year. Aggregated data is shared with the Nursing Program Advisory Committee twice a year and other communities of interest to support nursing student success. These activities also support the college's efforts to assess student learning using data to drive curricular and budget decisions. Prepare annual Assessment reports that support PPCC with ongoing HLC requirements.

Special Project Request Form (SPF)

Required for non-CRN project pay request except department chair pay. If the assignment is addressed in [Appendix D: Non-Tiered/Non-Instructional Pay Rates](#) and the assignment is 45 hours or less, *no form is required*. You must upload a pay request form (located in G:\FacultyManagement\Submission Forms) to D2L. The pay request form must include a detailed explanation of the assignment for auditing purposes.

The ORG owner initiates and completes the form. Coordination must take place with the division for pay submission.

If the assignment is not outlined in the handbook and/or if the assignment is over 45 hours, the SPF form is required. VPIS approval is required before payment can be made. All forms must be uploaded to D2L prior to the start of assignment. The instructional divisions are responsible for routing, approval and upload of this document.

Note: All projects initiated outside the Faculty/Instructor's home instructional division, including but not limited to WFD, HIPs, Service Learning, and pays from a grant, require the SPF.

All payments from a grant require a SPF and grant director's signature along with other required signatures.

Examples:

Dr. Welby is hired as an Assessment Coach for fall. He will work a total of 28 hours. The Compensation Handbook defines this assignment with a pay rate of \$50 an hour and the total hours is less than 45. No SPF is required.

Dr. Banner is hired as an Assessment Coach for fall. She will work a total of 50 hours. The Compensation Handbook defines this assignment with a pay rate of \$50 an hour, but the total hours are more than 45. A SPF is required.

Dr. Spock is hired as an Assessment Coach for fall. He will work a total of 30 hours for \$35 an hour. The Compensation Handbook defines this assignment with a pay rate of \$50 an hour. If the pay is different than what is listed in the handbook, a SPF is required.

Dr. Octavius is hired to design a new process for fall. He will work a total of 30 hours for \$50 an hour. The Compensation Handbook does not define this assignment. A SPF is required.

Monthly

Monthly faculty workloads are submitted at the start of each semester on the eRouting Workload Approval Form [WAF]. If the workload includes a project that requires an SPF, the fully approved SPF must be uploaded to D2L for backup. If a monthly faculty accepts a new project after the start of the semester, the SPF will begin the pay process. The SPF must be fully approved and electronically uploaded to D2L prior to any payment.

WAFs are required only for terms when Faculty is working a regular load. Unless a deviation is granted, this is normally the Fall and Spring terms.

Bi-Weekly

The fully approved Special Project Request form must be uploaded to D2L prior to the start of the assignment.

CETL/HIPs/WFD Pay Submissions

Used for faculty and instructors who are currently PPCC employees

A Special Projects Request Form (SPF) is required when a currently faculty or instructor works for CETL, HIPs, WFD, or any assignment not directly associated with the instructional division(s).

The form is completed by the area employing the faculty/instructor for the extra pay.

In all cases, the form is signed by the person receiving pay, the funding org owner, and the Dean of the faculty/instructor's home area. Deans must be included as they are the overall supervisor and must manage the total workload hours of each faculty/instructor.

If the request is for more than 45 hours and/or the requested pay rate deviates from PPCC approved pay rates, the VPIS must assign the SPF.

If the funding is from a grant, the Grant Director must sign. (See Grant Pays).

HIPs, WFD, and CETL have administrative support staff who upload the completed documents to D2L for FLAC pay.

Note: FLAC will not contract hours without all signatures.

Temp Supplemental Instruction/BW Timesheets

Used for temporary employees that are not currently employed at PPCC. Please contact HR to set up the electronic timesheet pay.

Electronic timesheets are used to track and pay supplemental instruction for a temporary non-student employee who is paid biweekly and who is involved in some instruction-related, temporary position. BW electronic timesheets are managed and housed in the Human Resource Office.

Examples of Supplemental Instruction

A Temporary Appointment form must be completed each semester to establish hourly pay rates, projected weekly hours, and total hours encumbered. The form is then routed for signatures and returned to Human Resources to set up the electronic timesheets.

Examples are: Tutors, Lab Assistants, Supplemental Instructors (e.g. LEA and FST), and Interpreters.

The Human Resource Office surveys salaries for like position and prepares a master list of pay rates for supplemental instruction. This is updated and resides in the Human Resources Department. Waivers from the established pay rates must be approved by the VPIS.

Acronyms and Glossary

IAP - Instructor Advancement Program: The Instructor Advancement Program supports the professional development of instructors at Pikes Peak Community College through the completion of professional and pedagogical training. Participation in this program may result in increased pay. See also Tiered Pay.

ACA - Affordable Care Act: The Affordable Care Act is intended to extend coverage to millions of uninsured Americans, to implement measures that will lower health care costs and improve system efficiency, and to eliminate industry practices that include rescission and denial of coverage due to preexisting conditions.

ADEN - Additional Enrollment: For example, when science lectures are doubled. The lecture pays a premium because the class size is 48. The lab breakouts seat 24 and pay normally.

BP/Board Policy: The State Board Policy Manual is a collection of Board actions dealing with policy matters which had been approved since the establishment of the Board. Members of the Board are appointed by the Governor and confirmed by the State Senate for staggered four-year terms.

CCCS - Colorado Community College System: The Colorado Community College System (CCCS) is the state's largest system of higher education, serving approximately 138,000 students annually at 13 colleges and 39 locations across Colorado.

CCNS - Common Course Numbering System: The Colorado Community College Common Courses were developed with common content, carry the same prefix, number, title, credits, description, competencies and outline. CCNS was developed to facilitate ease of transfer for community college students from one community college to the other and from the community college to the four-year educational institutions. The goal of the CCNS is to establish consistency in course offerings across the system.

CETL - Center for Excellence in Teaching & Learning: The Center for Excellence in Teaching and Learning provides leadership, support, and advocacy for effective pedagogy, andragogy, and initiatives designed with a commitment to freedom of expression and the pursuit of truth in teaching and learning. CETL seeks to cultivate an institutional culture that encourages, values, and rewards professional development as well as college-wide collaboration with a focus on improving the student experience through successful completion at PPCC.

CIP - Curriculum and Instructional Practices: The Curriculum and Instructional Practices Committee meets each month, not including Summer, to review and update PPCC programs and certificates. *Note that CIP also refers to the Classification of Instructional Programs (CIP), a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity.*

CS - Career Start: Formerly Area Vocational Programs (AVP), Career Start provides High School students the opportunity to earn college credits.

Cross listed Classes: Individual and related classes that meet at the same time, in the same room, and have the same instructor.

EP - Educational Procedures: Educational Procedures are PPCC specific best practices to ensure consistency across divisions.

FLAC - Faculty Load and Compensation: FLAC is the Banner module used by the Colorado Community College System to pay instructors, hourly and regular faculty, and staff for teaching classes and non-instructional activities. The term FLAC may also be used to reference the Team responsible for processing faculty/instructor contracts and managing and the FLAC software system.

HIPs - High Impact Practices: High Impact Practices increase time on task, real life application of knowledge, socio-academic experiences, reflection, and integrated learning. The practices identified as High Impact by the Association of American Colleges & Universities (AAC&U) are learning communities, internships, service learning, diversity global learning, collaborative projects, first year experience, capstones, common intellectual experiences (co- curricular), undergraduate research, and writing intensive. Faculty specialists are expert educators in a High Impact Practice who help peers to implement and improve these practices.

HLC - Higher Learning Commission: The Higher Learning Commission is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region.

INB - Internet Native Banner: Internet Native Banner is the administrative information system used by all Colorado Community Colleges. It is primarily used by administrative offices in the instructional, student and financial areas to view and maintain data and process transactions.

Inconvenience Fee - An inconvenience fee equal to 10% of the class compensation is paid when courses are removed or cancelled from an Instructor's schedule for no fault of their own within 14-calendar days of the start of the part of term.

INST - Instructional Assignment: An instructional assignment, as referenced in this manual, is a non-sub assignment to a specific class CRN.

Linked Classes: Classes are linked when students must register for two separate and unique classes with the same cohorts. For example, learning community classes are linked. Students registering for one class must also register for the other.

Load: Faculty are assigned an annual contract with a contact hour load specific to their discipline. Base load assignments are the duties that fulfill the contract obligation.

NIST - Non-Instructional Assignment: A non-instructional assignment, as referenced in this manual, is any assignment not specifically attached to a CRN. Committee work, advising, meetings, etc. are examples of non-instructional assignments.

OCRN - Overload CRN: OCRN is a pay code used when course contact hours meet the load requirement, but part of the assignment must pay in overload. OCRN designates the overload pay.

OL - Overload Assignment: An overload assignment is a duty assigned and paid above a faculty base load.

Portal: The Portal, MyPPCC, is the main user interface for PPCC students and employees. Links to various information is housed in the Portal, to include but not limited to Self Service Banner, Internet Native Banner, Common Course Numbering, Help Desk ticket submissions, forms, registration, and grading.

Release: A release is a project assignment that replaces a teaching assignment that would have been included in a faculty base/regular load. The faculty is “released” from a specified number of teaching hours to complete an assignment. No extra pay is involved. A project/assignment that is not included in base load is an overload.

SSB - Self Service Banner: Self Service Banner is the student, advising, and faculty face of Banner that is linked to the Portal. SSB houses class rosters, student information, registration, and grading, among other end user information.

Tiered Pay: Instructors begin as Tier 1 Bronze. Tier 1 instructors can progress through two tiers of additional compensation: Tier 2 Silver and Tier 3 Gold. The program is completely voluntary for instructors. Reaching higher tiers does not constitute an agreement for continued employment or preference in selection for open full-time professor positions. See also Instructor Advancement Program.

WFD - Workforce Development: PPCC extends into the community by creating pathways to advance the region's workforce and facilitate business and professional development. WFD offers not-for-credit adult education and courses modeled for local businesses.

Appendix

Appendix A: Activity Type to Workload Ratios

Course Type	Banner Code	Scheduling Guidelines	Contact Hour to Credit Ratio Guidelines
Continuing Ed/Open Learning Online Continuing Education	CED/OCE	15 hours = 1 credit	(1:1) Contact Ratio
Clinical/Open Learning Clinical	CLI/OCL	30 hours = 1 credit	(2:1) Contact Ratio

		45 hours = 1 credit	(3:1) Contact Ratio
Co-op Education	COP	15 hours = 1 credit	(1:1) Contact Ratio
Field Instruction/Study	FLD	37.5 hours = 1 credit	(2.5:1) Contact Ratio
Internship/Open Learning Internship/On the Job Training/Open Learning Online on the Job Training/Lecture & Internship Combo	INT/OIN/ OJT/OOJ/ LEI	45 hours = 1 credit	3:1) Contact Ratio
Lab/Lab2/Open Learning Online Lab/Open Learning Online Lab 2/Open Learning Online Lab 3	LAB/LB2/ OLA/OB2	30 hours = 1 credit	(2:1) Contact Ratio
Select BIO, CHE,NUR, and PHY labs	LAB	45 hours = 1 credit	(3:1) Contact Ratio
Open Learning Online Lab/Open Learning Online Lab 3	OLA/OL3/ LL3	45 hours = 1 credit	(3:1) Contact Ratio
Lab -CTE	LLB	22.5 hours = 1 credit	(1.5:1) Contact Ratio
Lecture/Open Learning Online Lecture	LEC/OLE	15 hours = 1 credit	(1:1) Contact Ratio
Physical Educ./Recreation/Open Learning Online Physical Education	PED/OPE	30 hours = 1 credit	(2:1) Contact Ratio
Practicum/Open Learning Practicum/Open Learning Lecture & Practicum Combo	PRA/OPR/ OPL	30 hours = 1 credit	(2:1) Contact Ratio
Private Music Instruction/Studio	PRI/SMU/ OPI	3.75 hours = 1 credit	(0.25:1) Contact Ratio

Music/Open Learning Private Instruction		7.5 hours = 1 credit	(0.5:1) Contact Ratio
		30 hours = 1 credit	(2:1) Contact Ratio
Seminar/Open Learning Seminar	SEM/OSE	15 Hours = 1 credit	(1:1) Contact Ratio
Studio (Studio Art)/Studio Music/Open Learning Studio Art/Open Learning Studio Music	STU/SMU/ OSA/OSM	30 hours = 1 credit	(2:1) Contact Ratio
Directed Study/Independent Study/Online Independent Study/Study Abroad/Open Learning Online	IND/OIS/ SAB/OLO	11.25 hours = 1 credit	(0.75:1) Contact Ratio
Online Delivery/Hybrid Delivery	Follows Same Guidelines as Traditional Delivery		
Academic Lecture/Lab	LEL is split between LEC and LAB. Follow guidelines above.		

Appendix B: Discipline Specific Load Requirements

Discipline Specific Load Hour Requirements							
Discipline	Requirement		Discipline	Requirement		Discipline	Requirement
AAA	15		EGG	18		MGD	18
ACC	15		EGT	18		MOT	18
ACT	18		EIC	18		MTE	18
AEC	18		ELT	18		MUS	15
AGY	17		EMP	15		NRE	18
ANT	15		EMS	18		NUA	18
ARA	15		ENG	15		NUR	18
ARE	18		ENP	15		OSH	15
ART	18		ENV	17		OUT	18
ASE	18		ESA	15		PAR	15
ASL	15		ESL	15		PED	18
AST	17		ETH	15		PHI	15

AUT	18			FIN	15			PHO	18
BIO	17			FRE	15			PHT	18
BTE	15			FST	18			PHY	17
BUS	15			FSW	18			PLU	18
CAD	18			GEO	15			POS	15
CAR	18			GER	15			PRA	18
CCR	15			GEY	17			PSM	18
CHE	17			HIS	15			PSY	15
CHI	15			HOS	15			PTA	18
CIS	15			HPR	18			RCA	18
CNG	15			HUM	15			REC	18
COM	15			HVA	18			RTE	18
CON	18			HWE	18			RTV	18
CRJ	15			IND	18			RUS	15
CSC	16			IPP	15			SCI	17
CSL	15			ITA	15			SOC	15
CUA	18			JOU	18			SPA	15
CWB	15			JPN	15			STE	18
DAN	18			LEA	18			SWK	15
DEA	18			LIT	15			THE	15
DIT	18			MAC	18			TRI	18
DPM	18			MAN	15			VET	18
DRV	18			MAP	18			WEL	18
ECE	15			MAR	15			WQM	18
ECO	15			MAT	15			WST	15
EDU	15			MET	17			ZOO	18

Appendix C: Approved FLAC Pay Matrix
Instructional/Tiered Pay

NOTE: All hours must be approved **before** any work is completed.

Code	Description	Default Type Pay	Instructor Tier 1 Bronze	Instructor Tier 2 Silver	Instructor Tier 3 Gold	Faculty Tier	Set Rate/NI ST	Tiers	LOAD	ACA
ADEN	Additional Enrollment	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	N	N
AVPC	AVP	Contact	\$869.37	\$912.94	\$956.36	\$912.94	Tier	Y	Y	Y
CLNC	Clinical	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
DCHR	Department Chair	Contact	\$869.37	\$912.94	\$956.36	\$912.94	Tier	Y	Y	Y

FACD	Fire Science Academy	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
OCRN	Overload Split from CRN	Contact	\$869.37	\$912.94	\$956.36	\$912.94	Tier	Y	Y	Y
PACD	Police Academy	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
TCHG	Teaching	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
ACOA	Assessment Coach	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	Y/N	Y
ADVS	Advising (Non-Student Club)	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y
CEDU	Workforce Development	Contact (Flat)	Varies	Varies	Varies	Varies	Varies	N	N	Y
COAH	Coaching (Athletic)	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	N	Y
COMM	Committee	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y
CORD	Coordinator	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y
CURD	Curriculum Development	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	Y/N	Y
DIR	Director	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	Y	Y
FACS	Faculty Senate	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	Y/N	Y
FEE	Course Inconvenience Fee	Flat	\$57.96	\$60.86	\$63.76	N/A	Tier	Y	N	N
GRNT	Grant Work	Contact	Varies	Varies	Varies	Varies	Varies	N	Y	Y
HIPS	High Impact Ed Programs	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	Y/N	Y
LABI	Lab Instruction	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	Y	Y
LCOM	Learning Community	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
LEAD	Lead Instructor	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
MEET	Meeting	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y
MENT	Mentoring	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	Y	Y
MUSA	Music Accompanist	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	Y	Y
OTHR	Other Non-Teaching	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies
PDVP	Professional Development	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	Y/N	Y
PREP	Prep Work	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y
PTUN	Piano Tuning	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	Y	Y
RELS	General Release Time	Contact	NA	NA	NA	NA	NA	NA	Y	Y
STUS	Student Club Sponsor	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	Y/N	Y

SUBS	Substitute	Contact	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	N	N	Y
SVCL	Service Learning	Contact (Flat)	NA	NA	NA	NA	NA	N	N	Y
TCHR	Teaching - Hourly	Contact	\$57.96	\$60.86	\$63.76	\$60.86	Tier	Y	Y	Y
TUTR	Tutoring	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y
WKSH	Workshop	Contact	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	N	N	Y

Appendix D: Non-Tiered/Non-Instructional Pay Rates

Coaching and Coordinator Assignments	Hourly Rate
CETL Directors and Coordinators	\$50.00
Coaching (Assessment)	\$50.00
Coaching (Athletic/PED)	\$50.00
Faculty Senate President and Vice President	\$50.00
Mental Health/First Aid Instruction	\$50.00
HIPs (Higher Impact Educational Practices)	\$50.00
Learning Commons Faculty Coordinators for MAT, ENG, and SCI	\$50.00
Student Club Advisors (PTK and PBL)	\$50.00
Traditional Non-Instructional Assignments (Pre-approved)	Hourly Rate
Committee Work	\$25.00
Curriculum Development (Hybrid, Online, and Traditional)	\$25.00
Lab Instruction	\$25.00
Meetings	\$25.00
Music Juries/Accompanists/Piano Tuners	\$25.00
Prep Work	\$25.00
Professional Development	\$25.00
Student Advising	\$25.00
Workshops	\$25.00
Other Assignments	Hourly Rate
Inconvenience Fees	Flat 10%
Learning Communities, Phase 2 (requires Project Form)	\$1,000.00

Service Learning (required Project Form)	\$400.00
Secondary Service Learning (requires Project Form)	\$200.00
Substitute	\$50.00
Workforce Development	Varies

Appendix E: Instructor Tiered Pay Rates

New pay rates will be effective in Fall terms.

Tier	Teaching Rate	Non- Instructional Rate	Substitute Rate
Tier 1	\$57.96	\$25.00	\$50.00
Tier 2	\$60.86	\$25.00	\$50.00
Tier 3	\$63.76	\$25.00	\$50.00

Appendix F: Official Source Documents

*eRouting forms are being converted to Adobe Sign

Duty	Form	Location
Faculty Load/Overload	Workload Approval Form (except for Summer)	eRouting*
Faculty Workload Deviation	Alternate Teaching Memorandum of Understanding (MOU)	Human Resources
Department Chair	Workload Approval Form	eRouting*
Project Pays	Workload Approval Form Backup: <i>Special Project Request Form</i>	Faculty Management Drive
Instructor Courses	Schedule Assignments based on information submitted to FLAC via schedule extractions/class building logs/supplemental forms, etc.	COGNOS report pulled by FLAC
Faculty/Instructors Overload (21+ Credits)	Workload Approval Form	eRouting*

Inconvenience Fees	Class Cancellation Form	Faculty Management Drive
Grant Pays	Special Project Request Form	Faculty Management Drive
Substitute Add Pays/Take Pays	Pay Request Form	Faculty Management Drive
Stop Pays	Stop Pay Form	FLAC Office
Standard Electronic Timesheets		Contact HR

Appendix G: Additional Resources

Educational Procedures 170	Guidelines for Learning Communities	https://www.pgcc.edu/download_file/27800/0
Educational Procedures 185	Faculty Workload	https://www.pgcc.edu/download_file/25522/0
State Board Policy 3-10	Employment Practices for Instructors	https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-10-employment-practices-for-instructors/
State Board Policy 3-31	Evaluation of Job	https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-31-evaluation-of-job-performance/
State Board Policy 3-60	Employee Benefits	https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-60-employee-benefits/
State Board Policy 3-60a	Employee Benefits	https://www.cccs.edu/policies-and-procedures/sp-3-60a-employee-benefits/
State Board Policy 3-60a	Family and Medical Leave	https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-60a/
State Board Policy 3-80	Faculty and Instructor Workload	https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-80-faculty-and-instructor-workload/

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2021_Compensation Guidelines_Final

Final Audit Report

2021-10-18

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