

**MEMORANDUM OF UNDERSTANDING**

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

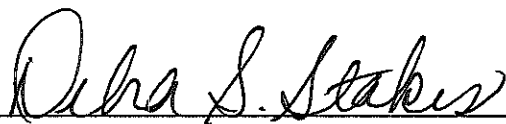
**TERMS**

The District and the Federation have agreed as follows:


1. To allow a full-time tenured faculty, Jennifer Martin, to perform the duties and responsibilities of coordinating the District's Center for Cultural and Performing Arts beginning August 1, 2014 through December 31, 2014.
2. The duties and responsibilities are outlined in the attached position description.
3. The faculty member has agreed and voluntarily accepts this assignment.
4. The faculty member will receive a \$4,000 stipend and 20% reassigned time for the Fall 2014 semester.
5. This agreement does not affect the faculty member's current assignment as Division Chair, Performing Arts.
6. The provisions of this MOU are in effect only through December 31, 2014 and may be extended upon agreement by both the District and the Federation.
7. The terms of this MOU are non-precedential and do not create any historic practice.

By their signatures below, the signatories certify that they are the 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  
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

*10/31/2014*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gilbert H. Stork, Ed.D.  
Superintendent/President  
CUESTA COLLEGE COUNTY COMMUNITY COLLEGE DISTRICT

*10/31/2014*  
\_\_\_\_\_  
Date

Position Duties:

Interim Coordinator, Cultural and Performing Arts Center

1. Schedule all Performing Arts Division performances and rehearsals in the facility, collaborating with program faculty and staff.
2. Interface with outside presenters who wish to give performances and other presentations in the facility.
3. Interface with non-Performing Arts Division presenters from the Cuesta College community who wish to give performances and other presentations in the facility.
4. Maintain the master calendar for the facility.
5. Advocate for college funds needed to run the facility.
6. Pursue funding from outside sources.
7. Organize and provide for general maintenance of the building, as well as emergency needs.
8. Develop and maintain the calendar and timesheets for the facility's technical staff.
9. Interface and participate with the Friends of the CPAC.
10. Develop and maintain the CPAC Handbook.
11. Interface with the Facilities staff regarding scheduling, rental costs, etc.
12. Coordinate inspections other licensing requirements by governmental agencies.
13. Interface and coordinate with other Cuesta Divisions regarding ongoing use of facility classroom space (i.e. Dance and Fashion Design).
14. Act as "go to" person for facility tours, media interviews, etc.