



California
School
Employees
Association

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Adam Weinberger
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Executive Director

Member of the AFL-CIO

The nation's largest
independent classified
employee association



October 13, 2022

Via Electronic Mail:
spullum@hartnell.edu

Shawn Pullum
Chapter President 470

Re: Memorandum of Understanding (MOU)/Side Letter – Visual Arts IA

Dear President Pullum:

I have received the Memorandum of Understanding (MOU)/Side Letter regarding the Visual Arts IA between the Hartnell Community College School District and California School Employees Association and its Hartnell Chapter 470.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU/Side Letter is required. Please provide your Labor Relations Representative Patricia Padilla-Salsberg with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Debra Cole
Field Director

DC/mc

Enclosure: Ch_470-2022-2023-MOU-Visual Arts IA

Cc: Ramon Torres, Regional Representative 70; Donnell Fassler, Area C Director; Patricia Padilla-Salsberg, Labor Relations Representative; Chapter 470 Contract File

Our mission: To improve the lives of our members, students and community.

Hartnell College
and
California School Employees Association, Chapter 470

MEMORANDUM OF UNDERSTANDING

Changes to Existing Classification: Instructional Associate – Visual Arts

September 22, 2022

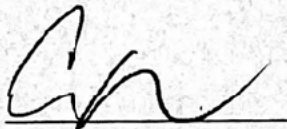
Hartnell College ("District") and the California School Employees Association and its Chapter 470 ("CSEA") hereby agree to the following:

1. The Instructional Associate – Visual Arts classification will be updated and placed at salary range 26 of the classified salary schedule.
2. The original and updated job descriptions are attached hereto.


This memorandum of understanding is subject to ratification by CSEA, adoption by the Hartnell College Board of Trustees, and is subject to the grievance and arbitration sections of the collective bargaining agreement.

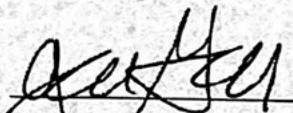
For the District:


Dianna L. Rose Oct 4, 2022

 10-4-22

For CSEA:

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Date Signed:

10/4/2022



Position: Instructional Associate – Visual Arts	Position Number:
Department/Site: Visual Arts	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 26

BASIC FUNCTION:

Under the direction of the Dean Academic Affairs, assist faculty and students in a variety of visual arts activities in an assigned classroom and instructional lab setting; operate, maintain and repair visual arts facilities and equipment; communicate with administrators, faculty and staff regarding visual arts activities and programs.

REPRESENTATIVE DUTIES:

- Oversee the operation and maintenance of visual art classrooms, laboratories, and related facilities; monitor conditions of lab and equipment; repair and report on conditions as appropriate.
- Prepare classrooms and labs for faculty and student use; assist in the preparation of classroom materials and set up equipment.
- Prepare and issue supplies, equipment, and materials in and out to students and instructors; maintain appropriate records.
- Operate, maintain and repair visual arts facilities and equipment; maintain, repair and fabricate instruments..
- Design and produce graphic materials in support of visual arts programs and activities, including brochures, course advertisements, newspaper advertisements, posters, mailers and others; communicate with the public regarding department activities and programs as directed.
- Communicate with vendors; research and obtain quotes for purchase, and assist in requisitioning parts, supplies, equipment, and instruments; take and maintain appropriate inventories.
- Prepare and maintain a variety of records and reports including inventory, budget records, repair orders and others; inventory and order supplies and equipment.
- Train and provide work direction to student workers and other personnel as assigned; assign and review work;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Theories, methods and functions of photography and visual arts..
- Technical and specialized equipment operation, maintenance and repair.
- Photography industry standards.
- Health and safety practices and regulations.
- Record-keeping techniques.
- Basic computer operation.
- Inventory methods and practices.
- Sources of photography and other art equipment, supplies and repair.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Repair and maintain lab equipment and machinery including major repairs and adjustment.
- Set up lab demonstrations and equipment.
- Operate a variety of specialized and technical equipment and machinery.
- Maintain records and prepare reports.
- Maintain proper inventory levels.
- Mix, use and store chemicals and other supplies according to instructions and standards.
- Maintain current knowledge of technological advances in the field.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Apply, explain and enforce policies, rules, procedures and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work equivalent to a certificate in photography, art or a related field and two years journey-level experience in one or more of the art media, such as painting, sculpting, ceramics, photography or glass mini-lab experience, including mechanical and general electronics experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate various art tools.

Bending at the waist, kneeling or crouching to assist students.
Lifting, carrying, pushing or pulling moderately heavy objects.