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**PROPOSAL FROM THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
TO THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
April 5, 2023**

The collective bargaining proposal presented herein by the Pasadena Area Community College District to the Pasadena City College Faculty Association and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties.

The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

ARTICLE 16 (NEW)
ATHLETIC COACHES

16.1 In addition to meeting the Required Minimum Qualifications for Faculty in California Community Colleges or the PCC Equivalency Policy and Procedure, all coaches shall be required to take and pass the California Community College Athletic Association (CCCAA) Compliance Exam.

16.2 All head and assistant coaches shall be paid on a monthly basis pro-rated to the length of the assignment, as provided for in Appendix **.

16.3 As part of their assignment, all coaches are expected to perform additional working hours, which may include:

- **Breaks (spring, summer and winter), weekends, and evenings;**
- **Actively participate in scouting and recruiting program of local and regional high school student athletes; Assist current and prospective student athletes to the appropriate resource to ensure their success (i.e., admissions office, financial aid office, tutoring centers, athletic counselor);**
- **Engage in fundraising;**
- **Assist in monitoring that student-athletes get grade checks completed by professors and turned in to the coaches in a timely manner;**
- **Assist in maintaining accurate records of any required physical exam documentation and injury records for the student-athletes;**
- **Assist the Athletic Trainer in the monitoring player injuries and rehabilitation;**
- **Assist as needed with sport specific sports clinics, camps, tournaments, races and/or charity games as agreed upon within the assignment at the beginning of the academic year; Coach practices according to the length of the assignment, which may include the CCCAA designated Non Traditional and/or Traditional Season(s) of Sport as provided for in Appendix ** (referencing 16.2);**
- **Maintains and field a competitive team within regional standards; reinforces, and teaches the application of competitive rules and strategies that contribute to the development of skills and or tactics in student performance appropriate to the stage of skill development**
- **Attend and participate in meetings, staff and conference meetings, state coaches' meetings, and coaching clinics;**
- **maintain membership and participate in meetings at the local and state coaches' associations.**

16.4 Head and Assistant Coaches will be evaluated annually.

16.4.1 The Head Coach and Assistant Coach shall develop and agree to performance expectations for the assignment. Coaching evaluations are to be related specifically to the coaching assignment as outlined in this Article and which could fall outside of regular faculty evaluations and shall be based on those factors related to being a coach. The list of representative duties identified in 16.3 and Appendix * shall represent the core areas to be evaluated.**

59 16.4.2 The evaluation shall include a written evaluation by the Athletic Director or designee
60 and a mutually agreed upon Coach Peer using the evaluation form (Appendix ***).

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62 16.4.3 A summary will be completed and submitted by the Athletic Director and reviewed
63 with the coach within six weeks of the end of the CCCAA Traditional season. A copy of the
64 evaluation shall be shared with the coach, Athletic Director, Vice President for
65 Instruction, and Human Resources.

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67 16.4.4 In addition, the evaluation may include a written self-evaluation submitted by the faculty
68 member being evaluated. (See Appendix ***)

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70 16.4.5 A faculty member who disagrees with the evaluation may submit a written response,
71 which shall be made an attachment to the evaluation.

72 **[NOTE: From Art. 10 – Division Chairs.]**

73
74 16.4.6 Coaches receiving a Needs Improvement rating may be placed on an improvement
75 plan for the remainder of their coaching assignments. The improvement plan will be
76 developed by the Athletic Director. It will identify specific outcomes and assessments
77 to meet the expectations in which the coach will improve in the categories and/or
78 the overall evaluation that will be in the satisfactory status on the next evaluation.

79
80 16.4.7 Coaches receiving an Unsatisfactory rating may not be offered a coaching
81 assignment the following season.

82
83 16.6 Each team shall have one head coach and a up to the maximum number of assistant
84 coaches as indicated below indicated in Appendix ** as annually determined by the
85 Athletic Director and Head Coach based upon the budget, roster size, and need. The
86 stipend for head coaches shall be \$12,000 per sport. The stipend for assistant coaches
87 shall be either \$10,150 or \$8,000 according to:

88
89 Badminton (W) 1 assistant coach
90 Baseball (M) up to 3 assistant coaches
91 Softball (W) up to 3 assistant coaches
92 Basketball (M) up to 2 assistant coaches
93 Basketball (W) up to 2 assistant coaches
94 Football up to 10 assistant coaches
95 Soccer (M) up to 2 assistant coaches
96 Soccer (W) up to 2 assistant coaches
97 Volleyball (W) up to 2 assistant coaches
98 Swim and Dive (M/W) up to 2 assistant coaches
99 Water Polo (W) up to 2 assistant coaches
100 Cross-Country (M/W) up to 2 assistant coaches
101 Track and Field (M/W) up to 4 assistant coaches

102
103 If additional sports are approved and funded by the District, the Athletic Director and Head
104 Coach shall meet to determine the number of assistant coaches.

105 Additional assistant coaches may be requested from a head coach, with a written
106 justification to the athletic director who will need the approval of the
107 superintendent/president.

108 **[From MOU 10/12/2021, as modified.]**

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Pasadena Area Community College District

Semester/Year

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Appendix ■
Coaching/Assistant Coach (AD, Head Coach)
Evaluation Worksheet Full Time and Part Time Faculty

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Employee _____ Division

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Evaluator _____ Date

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Effective and meaningful instructor-learner interaction is essential to learner motivation, intellectual commitment, and personal development.

	Satisfactory	Needs improvement	Unsatisfactory	Not Observed
Administrator Responsibilities				
Cooperates with athletic office regarding paperwork (rosters & compliance lists) in timely manner				
Applies knowledge of and <i>abides by all relevant Board of Education policies, administrative, IHSA, CCCAA, and MVC guidelines.</i>				
Attends regularly scheduled Athletic Department meetings				
Maintains and updates team and individual records.				
Supervises and oversees practice area and locker room when athletes are present. Ensure safe practice areas and locker room areas at pre-games and post-games.				
Establishes and maintains good rapport with faculty, administration, and coaching staff. PCCFA Establishes and maintains <u>good rapport</u> with faculty, administration, and coaching staff.				
Student Interactions and Leadership				
Effectively works with student-athletes in a diverse environment				
Communicates effectively and appropriately with student-athletes				
Serves as a positive role model for student-athletes				
Maintains appropriate coach/student-athlete relationship and exhibits proper behavior toward student-athletes.				

Maintains decorum during student-athlete interaction.				
Participates in effective fundraising.				

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Coaching Performance Indicators

Conducts oneself in a professional manner at all times.				
Teaches the fundamental philosophy, skills, and knowledge essential to the sport				
Develops a well-organized practice schedule with specific objectives for each practice				
Expectations and assessments are clear and appropriate for demonstrating student learning				
<u>Uses personnel and strategies effectively in games</u>				
Provides effective and constructive praise and criticism				
Provides equitable opportunities for members of the team to participate, depending upon their ability and effort, while maintaining a competitive team				
Team's performance, demonstrates proper fundamentals, and sportsmanship <u>and competitive outcomes.</u>				
Participates in <u>relevant sport specific and or personal development</u> professional development				

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Pasadena Area Community College District

Semester/Year

Coaching/Assistant Coach (AD, Head Coach) Evaluation Worksheet
Full Time and Part Time Faculty

Employee _____ Division _____

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

Pasadena Area Community College District
Appendix ***
Coach/Assistant Coach Expectations

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Faculty name: _____ Date _____

Designation:
_____ Part-Time _____ Probationary _____ Tenured

Supervising
Manager:

Date assignment began: _____ Anticipated End
Date: _____
Title of
Assignment: _____

_____ Total # of hours/term: _____ Weekly hours:

The Head Coach and Assistant Coach shall develop and agree to performance expectations for the assignment with the approval of the Athletic Director.

Purpose of Assignment:

Weekly/Monthly Schedule of Activities:

Specific Objectives/Deliverables and Timeline:

Expected Measurable Outcomes:

Coach/Assistant Coach Signature _____ Date _____

Supervisor Signature _____ Date _____

Pasadena Area Community College District
Appendix ***
Coach/Assistant Coach Self Evaluation

Employee _____ Date _____

Sport _____

1. Please reflect and comment on what you have done in terms of your professional responsibilities in your expectations.

2. Discuss your perception of your role as a coach. If you have been previously evaluated, has it changed/developed since your last evaluation?

3. What experiences and achievements have you had recently that have informed your role as a coach at PCC and demonstrated continued professional growth? This could include conference attendance, in-service education, continuing education, private study and/or travel, etc.

4. What are the professional development goals you expect to undertake during the next evaluation period?

5. After taking time to reflect, what more could you do to provide student-athletes with a successful experience?

6. What can the College do to support you?

7. Comment(s)/Other

Signed and entered into this _____ day of _____, 2023.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

_____	_____
_____	_____
_____	_____
_____	_____