



3600 M Street, Merced, CA 95348-2898
(209)384-6000
www.mccd.edu

MERCED COMMUNITY COLLEGE DISTRICT
Grievance Settlement Memorandum
Level 3 Grievance – Final Resolution

To: Merced College Faculty Association (MCFA)

Dr. Adam Fong, MCFA, Grievance Chair

From: Dr. Chris Vitelli
Superintendent/President

Date: November 20, 2025

Subject: Final Resolution of Level 3 Grievance – Student Success Team (SST) Participation and Counselor Scheduling

I. Purpose

This memorandum serves as the official record of the mutually agreed-upon settlement between the Merced Community College District (“District”) and the Merced College Faculty Association (“MCFA”) regarding the Level 3 grievance concerning counselor participation in Student Success Teams (SSTs) and associated scheduling considerations.

II. Summary of Final Resolution

The District and MCFA have reached a collaborative resolution that clarifies expectations for Student Success Team (SST) participation by counselors, establishes a volunteer-based model for General Counselors, and introduces scheduling practices designed to minimize conflicts with direct student services. Additionally, the agreement provides an option for assignable counseling hours on Fridays beginning in spring 2026 to support workload balance and professional responsibilities.

III. Terms of Agreement

1. Scheduling of SST Meetings

- When feasible and mutually agreeable by the respective Student Success Teams, SST meetings will be scheduled during the **Wednesday college hour** to reduce conflicts with direct student services and assigned counseling hours.

2. Participation Model for General Counselors

- General Counselors **will not be assigned** to monthly SST meetings; rather, they will have the opportunity to **volunteer annually** to attend these meetings.

- If no General Counselor volunteers for a given SST, a **Special Programs Counselor** (e.g., EOPS, DSPS, Veterans, CalWORKs) may volunteer to serve in their place.
- If no volunteers come forward from either General or Special Programs counseling, the **faculty co-leads and the dean** will meet to assign the **least-impacted counselor** to attend the monthly SST meetings.

3. Number of Counselors per SST

- Each SST meeting will include **one required counselor**, ideally a General Counselor; a Special Programs Counselor may serve in this capacity if needed.
- Additional General Counselors or Special Programs Counselors may **volunteer** to participate beyond the required representative.

4. Friday Assignable Counseling Hours

- Beginning **spring 2026**, all counselors may request **assignable counseling hours on Fridays** to help alleviate limited professional responsibilities time during the week.
- Requests must be submitted and approved **prior to the end of fall 2025**, and in subsequent years must follow established scheduling timelines and processes.

IV. Full and Final Resolution

By signing below, both parties acknowledge that this agreement constitutes the **full and final resolution** of the Level 3 grievance referenced herein on behalf of the General Counselors. This resolution is made in good faith and applies only to the specific issues addressed in this settlement. It shall not serve as precedent or modify any provision of the Collective Bargaining Agreement.

V. Signatures

For the Merced Community College District:



Dr. Chris Vitelli
Superintendent/President

Date: 11/20/2025

For the Merced College Faculty Association:



Adam Fong (Nov 20, 2025 18:26:11 PST)

Dr. Adam Fong
Grievance Chair, Merced College Faculty Association

Date: Nov 20, 2025

MCCD and MCFA Grievance Resolution_November 20 2025

Final Audit Report

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