



**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**  
2411 West 14th Street, Tempe, AZ 85281-6942

**SPECIAL SERVICES EMPLOYMENT**

The Maricopa Community College District ("MCCD") agrees to hire Sean Whitcomb ("Employee") commencing 04/12/2010 and ending 06/30/2010 to perform the following duties

**Describe the activities to be performed, and their purpose**

As part of the Department of Education Title V Grant, Sean Whitcomb will be the lead in developing Biology Boot Camp Technical writing module.

Participation fulfills Goal 2 of the Title V grant project: Increase availability and use of supplementary resources and interdisciplinary modules for gatekeeper courses that enhance academic quality.

**Specify the exact deliverables for this assignment and the work time required per week and in total over the specified period of time**

Payment One of Two by June 30, 2010, Sean will have developed the content for the writing tutorial, loaded the content into LessonBuilder and created interactive activities in LessonBuilder.

Upon approval from the Kerry Mitchell, Title V Instructional Technologist and Sandra Wells, CTLT, Sean will proceed with the completion of the modules and receive payment two of the Faculty Mini Grant award.

Time and Effort Documentation forms will need to be submitted bi-weekly.

**Specify how this assignment is outside the scope of the employee's regular work duties and other special services employments.**

Currently, Sean Whitcomb is Adjunct Faculty in PC's Biology department. The Bio Boot Camp Technical Writing resource will be created outside of hours of accountability.

**Identify the Person (and title) that this assignment will report to (other than Dept Mgr)**

Kerry Mitchell, Title V Instructional Technologist

**Employee Must List All Other Special Services Employments In Place At The Time This Contract Is Proposed And For Whom The Work Was/Is Being Performed:**

<u>Department</u>	<u>Job Description</u>	<u>Dept Manager</u>	<u>Begin Date</u>	<u>End Date</u>
250-111750 Life Science (Biology)	Adjunct Faculty Summer Day	Sandra Minckley	06/01/2010	07/22/2010
250-111750 Life Science (Biology)	Adjunct Faculty Summer Day	Sandra Minckley	06/01/2010	07/22/2010
100-111750 Biosciences	Adjunct Faculty Summer Day	Mark Rosati	05/26/2010	06/30/2010
100-111750 Biosciences	Adjunct Faculty Summer Day	Mark Rosati	05/25/2010	07/01/2010
100-353050 Title V Program	Educational Development	Seth Goodman	04/12/2010	06/30/2010
100-111750 Biosciences	Adjunct Faculty Day	Mark Rosati	01/25/2010	05/10/2010
100-111750 Biosciences	Adjunct Faculty Day	Mark Rosati	01/20/2010	05/14/2010
250-111750 Life Science (Biology)	Adjunct Faculty Day	Sandra Minckley	01/19/2010	05/14/2010
250-111750 Life Science (Biology)	Adjunct Faculty Day	Sandra Minckley	01/19/2010	05/14/2010
100-111750 Biosciences	Adjunct Faculty Day	Mark Rosati	01/19/2010	05/14/2010
100-111750 Biosciences	Adjunct Faculty Day	Mark Rosati	01/19/2010	05/14/2010

**EMPLOYEE WILL PERFORM THE DUTIES ACCORDING TO THE FOLLOWING:**

Location: 100	Institution:	Course ID:
Days of Week:	Term:	Class Nbr:
Work Hours:	Subj/Class-Sect:	
Hourly Rate: \$26.00	Load Hours:	
Other:		

**MCCCD WILL COMPENSATE EMPLOYEE IN THE TOTAL AMOUNT OF: \$442.00**

For this assignment Employee understands that his/her employment is "at-will". This means MCCCD may terminate his/her assignment at any time during the term of this assignment with or without cause. Employee understands and accepts that this assignment is not continuing in nature and nothing contained in this document shall be construed to mean assignment will continue beyond the ending date specified above. Employee understands that

any instructional assignment depends upon sufficient enrollment and administrative decision in order to complete the assignment.

Any materials, products, programs, designs or other creative works developed as part of the project or services described on this Form shall be the sole property of the Maricopa Community Colleges except as provided in Paragraph 3.2.1 of the Residential Faculty Policy Manual, if applicable. Any agreement specifying that the employee shall own the works must be in writing and agreed to by an authorized representative of the Maricopa Community College before the employee performs the services specified on this Form.

Employee understands that additional assignments and/or Special Services Employment for a governing board-approved employee must be performed outside the Employee's normal work hours or hours of accountability.

Employee further understands Special Services Employment may not include duties within the scope of his/her board-approved employment. In the event the additional assignments or special services employment occur during normal work hours or hours of accountability, the Employee must claim vacation or another form of absence in order to complete assignment.

<u>APPROVE TYPE</u>	<u>EMPLOYEE ID/NAME</u>	<u>STATUS</u>	<u>DATE</u>
Originator	15034342 Sepulveda,Shina D.	Submitted	04/06/2010
Department Head	15024731 Goodman,Seth S.	Approved	04/06/2010
College HR	10132799 Ivy,Joseph T.	Approved	04/06/2010
VP/Division Head	10111262 Kakar,Casandra G.	Approved	04/07/2010
Business Mngr	15030918 Genna,Angela C.	Approved	04/08/2010
Grants	15029254 Davis,Michele V.	Approved	04/08/2010
Employee	10114046 Escalante Jr,Mary H.	Approved	04/28/2010

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Document Status: Job Created 04/28/2010

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NAME

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SIGNATURE

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DATE

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TITLE