SBCCD Proposal
MEMORANDUM OF UNDERSTANDING
By and Between
San Bernardino Community College District Teachers Association
And San Bernardino Community College District
Part-Time Faculty Reimbursement for Microsoft 365
August 24, 2026

WHEREAS: The District provides part-time faculty with a license for the web version of the Microsoft Office 365 Suite, and

WHEREAS: The Parties acknowledge that part-time faculty may need access to the installed version of the Microsoft Office 365 Suite, and

WHEREAS: Part-Time faculty may purchase the installed version of the Microsoft Office 365 Personal for a discounted price at https://www.microsoft.com/en-us/workplace-discount-program.

IT IS THEREFORE AGREED THAT:

Part-time faculty who purchase a yearly subscription to the installed version of Microsoft Office 365 Personal are eligible for reimbursement, not to exceed $75.00 per year.

To be eligible for reimbursement:

- The faculty member must be actively employed by the District at the time of purchase.
- Only annual subscriptions will be reimbursed. Monthly plans will be reimbursed only after proof of full yearly payment is provided.

Reimbursement requests must be submitted using the designated District form, available on the District Wiki at: https://wiki.sbccd.edu/human-resources/documents/academic-forms/adjunct-faculty-reimbursement-form-microsoft-365.pdf

This MOU shall sunset June 30, 2027. Either party may request to negotiate or extend the terms of this MOU prior to the sunset date.

For SBCCD:

Kristina Hannon (Aug 24, 2026 12:36:40 PDT) Date: 8/24/2026
Kristina Hannon
Vice Chancellor, Human Resources & Police Services,
SBCCD Lead Negotiator

For SBCCDTA:

Jamie Salyer (Aug 24, 2026 12:33:40 PDT) Date: 8/24/2026
Jamie Salyer
SBCCDTA Lead Negotiator