

**Memorandum of Agreement
between Montclair State University (the University) and AFT Local 1904 (the Local)
regarding Mental-Health First-Aid Training for Faculty**

The Executive Director of the Office for Faculty Excellence (OFE) intends to implement a Mental-Health First-Aid Training for Faculty. The University and the Local agree to the following terms and conditions for the implementation of the Mental-Health First-Aid Training Program:

1. *Eligibility*

instructional and clinical specialists, tenured and tenure-track Faculty members

2. *Selection*

Invitation will go first to instructional and clinical specialists and probationary faculty; second to associate professors; and third to full professors. Allotted seats will be given out on a first-come first-serve basis.

3. *Procedures*

- a. The Executive Director of OFE will invite commitments to attend the training no less than thirty (30) days before the training is scheduled. Invitations will be sent by email with a link to an events registration Web page.
- b. There are no application materials required.
- c. Successful registration will be confirmed by e-mail, confirming the individual's inclusion in the program.
- d. When all the spots are full, registration will close. A wait list will be maintained should a registrant be unable to attend.
- e. The events registration confirmation will confirm that the participant will be paid a \$250 honorarium upon attendance of the full training event.
- f. In the event that an individual becomes unavailable to attend the training, it is that person's responsibility to cancel the registration with no penalty.
- g. The number of applications accepted in response to any solicitation shall be at the discretion of the Executive Director, but will be approximately thirty (30) total attendees.

4. *Mental-Health First-Aid Training*

- a. The training will be offered as an 8-hour in-person session under the direction of Student Development and Campus Life.
- b. The training will occur on campus and lunch will be provided.
- c. Participants are expected to attend the entire training session.
- d. Participation in the training is voluntary and there shall be no written evaluation of an individual's participation.

5. *Compensation*

A \$250 honorarium will be provided upon completion of the training. The payment will be made after the event has concluded as supplemental payment, processed by the Office for Faculty Excellence.

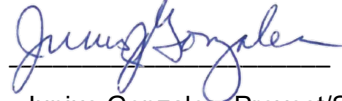
6. *Program Continuation*

Based on feedback from participants, the program will be evaluated and continued only if additional funds become available. Otherwise the program will cease.

7. This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.

In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Letter of Agreement and affix their signatures below.

On behalf of the University



Junius Gonzales, Provost/SVPAA

Date: 5/11/2023

On behalf of AFT Local 1904



David Trubatch, VP for Negotiations

Date: 4 May 2023

Attachment A - ACTUAL FINAL COPY OF CALL FOR PROPOSALS

Announcement of Opportunity to Participate in Mental Health First Aid Training Focused on Faculty. The email below will be excerpted on the registration page as well.

Tag line: Opportunity for FT Faculty and Specialists to participate in Mental Health Training to Support Student Success

Dear Colleagues,

Are you interested in learning more about supporting students' mental health needs? The Office for Faculty Excellence in Partnership with Student Development and Campus Life is implementing a 1-day (8 hour) training exclusively for faculty and specialists. An honorarium of \$250 will be paid to all people finishing the training. Space is limited so please sign up using the link below. Trainings will be held: Blah, blah, blah

This 8-hour commitment will include training to:

1. deepen their understanding of mental health and substance use disorders.
2. enable faculty to identify and provide initial help and support to students in their classes who may be developing mental health or substance abuse problems.
3. Enable faculty to connect students to resources that can assist them in dealing with these issues.

If you are interested, register here.

If you have additional questions, please contact Emily Isaacs.