

MEMO OF UNDERSTANDING  
between the  
BOARD OF TRUSTEES  
and the  
FACULTY ASSOCIATION  
of  
GRAND RAPIDS COMMUNITY COLLEGE

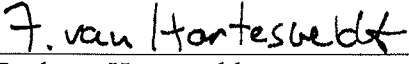
September 2012

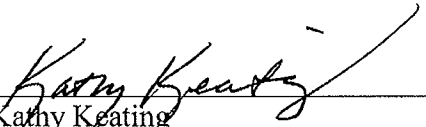
Faculty Evaluation 2012 - 2013

The Board of Trustees and the Faculty Association of Grand Rapids Community College agree to the following modifications of the collective bargaining agreement regarding evaluation of faculty. This memo of understanding will be in effect from the date of execution until the beginning of the next contract.

1. A performance based system for promotion will be implemented in 2014 - 2015. No faculty member will move to a higher promotion point rate of pay until a performance-based system is agreed upon. The system shall be implemented by July 1, 2013 for the first opportunity for promotional advancement pay effective July 1, 2014.
2. The current faculty evaluation process will be replaced with an evaluation process that will be consistent with the expectations of a new performance-based rank/promotion system.
3. The parties will jointly develop the new evaluation process and performance-based rank/promotion system. The principles will be:
  - a. Outcomes are clear and measurable.
  - b. Obtaining rank is optional; a faculty member may choose to not apply for Associate or Full Professor.
  - c. A satisfactory standard of employment is required for all faculty whether or not they apply for rank.
  - d. The rank and tenure process includes both mandatory and optional activities in order to respect the diversity of all faculty.
  - e. Finances will not dictate the number of faculty who earn rank and tenure.
  - f. Both faculty and administration have a voice in rank and tenure decisions, and there are checks and balances.
  - g. The primary goal of the model is to have the best faculty possible.
  - h. This process will include peer interaction.
  - i. The model will be based on the five roles of faculty: Teaching, Student Service, College Service, Professional Development and Community Service. Community Service remains optional.
  - j. The process must be doable/feasible, and it must be supported institutionally.

- k. The process is fair and objective, based on evidence and documentation.
  - l. The model must be aligned with Higher Learning Commission's (HLC) standards.
4. For 2012 – 2013:
- a. Full time temps and probationary faculty will continue with the existing evaluation system.
  - b. Tenured faculty may choose to participate in the current evaluation process, but they are only required to administer student evaluations during the process.
  - c. Adjuncts continue with the existing evaluation process.
  - d. The Joint Executive Evaluation Team (JEET) is discontinued.
5. Release time for the former JEET representative (see Memo of Understanding, Release Time, February 2008) will be 1.5 contact hours for the fall and winter semesters, 2012 - 2013, to serve as a faculty evaluation liaison for 2012 – 2013. The parties will jointly assess the need for continued release, if any, for winter, 2013 at the conclusion of the fall semester. The faculty evaluation liaison will be asked to provide a detailed report of fall work and specific anticipated work for winter, 2013, if any.
6. In the event the parties can't reach agreement for any subject matter covered by their tentative agreements and memos of understanding concerning faculty evaluation, the matter or matters will be submitted to a neutral third party to provide non-binding assistance to the parties. It is recommended that the parties select a third party neutral who has expertise in higher education faculty evaluation systems. The process and provision for third party neutral shall be ~~that in~~ the parties' grievance procedure, memo of understanding executed in November, 2007, Level 3. This agreement does not replace or eliminate contractual provisions or remedies concerning the existing evaluation system.

  
\_\_\_\_\_  
Fred van Hartesveldt  
President, GRCC Faculty Association  
September 14, 2012

  
\_\_\_\_\_  
Kathy Keating  
Chief Negotiator, GRCC  
September 14, 2012

Memo of Understanding

Addition of Concert Choir to Appendix E Extra Curricular Remuneration

August 2012

The Board of Trustees and the Faculty Association of Grand Rapids Community College agree to modify their collective bargaining agreement as set forth below in relation to the Music Department's Choir ensemble classes and extra-curricular remuneration.

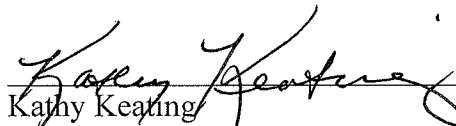
Recitations: MUS 195, College Choir, has been revised and renamed as Concert Choir. This class is still three contact hours. A new course, MUS 189, College Choir, has been created. This class is a two-contact hour course.

Agreement: the following changes are made to Appendix E – Extra Curricular Remuneration:

1. Concert Choir is added to Appendix E. Compensation for this ensemble, based on three contact hours, will be:
  - Step 1 – \$1,263
  - Step 2 - \$1,405
  - Step 3 - \$1,645
  - Step 4 - \$1,684
  - Step 5 - \$1,824
  
2. College Choir will remain in Appendix; however, compensation is based on two contact hours, not three, as follows:
  - Step 1 – \$843
  - Step 2 - \$935
  - Step 3 - \$1,028
  - Step 4 - \$1,123
  - Step 5 - \$1,217
  
3. This memo of understanding will be in effect from the date of execution until the beginning of the next collective bargaining agreement.



Fred van Hartesveldt  
President, GRCC Faculty Association  
August 29, 2012



Kathy Keating  
Chief Negotiator, GRCC  
August 29, 2012

## 8/29/2012 MOU Appendix B-19. C

### C. SPECIAL ASSIGNMENT COMPENSATION

1. Department heads or an appropriate faculty member shall receive one half contact hour stipend of overload pay for each of the following responsibilities. If a department head declines the assignment, the dean (or his or her designee) and department head will offer the assignment to an appropriate faculty member.
  - a) Special program accreditation (year before visit, year of visit, post-visit work if required).
  - b) New program development (needs study, advisory committee development, curriculum development).
  - c) Instructional technology – purchasing (including the research of product review) of equipment/software/courseware, program development/revision, integrating of technology in the curriculum.
  - d) Chairing a search committee for full-time faculty hiring.
  - e) Other special projects approved by the dean.

For the above items, the department head or an appropriate faculty member must submit a request to the appropriate Dean to perform the task(s) and to be paid for the work. The request will also be approved by the Provost. This request must be made and approved prior to the start of the work. The request for additional stipends must include a description of the work, time lines, planned outcomes, and the approximate number of hours this work will take to complete.

2.

ASSIGNMENT	CONTACT HOURS		
	Fall	Winter	Summer
Service Learning	8.0	8.0	3.0
Assessment Coordinator	8.0	8.0	6.0
AHANA Teacher Education Program	1.0	1.0	1.0
Gallery Curator	3.0	3.0	1.0
Coordinator – Practical Nursing	7.0	7.0	7.0
Coordinator – Dental Hygiene Clinic	2.0	2.0	
Coordinator – Dental Assisting Program Supervisor	2.0	2.0	
Coordinator – Applied Music	3.0	3.0	1.0
Coordinator – Music Recording Lab	4.0	4.0	2.0
Music Arts Outreach	13.0	13.0	
Teacher Education Prep	4.0	4.0	3.0

3. For other special assignments listed in Appendix C and new faculty assignments, the college will develop or revise job descriptions and release time allocation (wage rate) if appropriate. The job description and release time allocation (wage rate), as developed by the college, will be explained to the Faculty Association Chief Negotiator. The release time allocation (wage rate) may be installed without agreement subject to adjustment as provided for in Article 12.C.3 & 4.

August 29, 2012

BY F. van Hartesveldt  
Frederick C. van Hartesveldt

BY Katherine J. Keating  
Katherine J. Keating

**MEMORANDUM OF UNDERSTANDING**  
between the  
**GRAND RAPIDS COMMUNITY COLLEGE**  
and the  
**FACULTY ASSOCIATION**

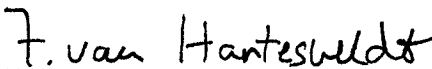
**Appendix E Coaching Compensation**

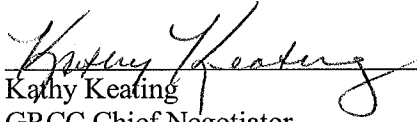
**July, 2012**

This MOU is made by mutual agreement to specify the timing of faculty compensation for Appendix E assignments listed in the parties' collective bargaining Agreement.

Effective fall semester 2012:

- A. Head coaching compensation listed in appendix E will be paid over fall and winter semesters as follows:
  - 80% in the semester of the official competition, and
  - 20% in the other academic year semester.
- B. Assistant coaching compensation will be paid in the official competition season for the specific sport.
- C. Faculty who serve as eligibility official, Athletic Director, Assistant Athletic Director and Equipment Manager shall be paid equally over fall, winter and summer.

  
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Fred van Hartesveldt  
President, GRCC Faculty Association

  
\_\_\_\_\_  
Kathy Keating  
GRCC Chief Negotiator

July 27, 2012


July 29, 2012

Memo of Understanding  
Between  
Grand Rapids Community College (GRCC)  
And  
Grand Rapids Community College Faculty Association

The parties agree to the following:

Effective July 1, 2012 the following Preschool Instructors will be placed on the Instructor I Salary Schedule (App B-7), Step 9, Bachelor's Degree Level.

Cheryl Botham  
Elizabeth Laponsie  
Penny Folsom



Jeffrey Spodman  
Faculty Association Chief Negotiator

6/12/12  
date



Kathy Keating  
GRCC Chief Negotiator

6/12/12  
date

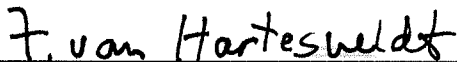
**Memo of Understanding**  
**Distribution of Contact Hours for Arts Outreach**

The Board of Trustees and the Faculty Association of Grand Rapids Community College agree to the following modifications to the collective bargaining agreement. This memo of understanding will be in effect from the date of execution below until the beginning of the next collective bargaining agreement. The provisions of this MOU will be added to the next collective bargaining agreement.

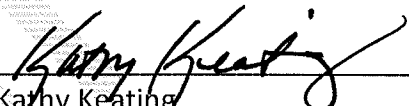
The current collective bargaining agreement (Appendix B.19.C) designates 13 contact hours for Arts Outreach in the Fall Semester and 13 contact hours for Arts Outreach in the Winter Semester.

This memo of understanding redistributes these 26 contact hours total in the following manner:

- Summer Semester – 10 hours
- Fall Semester – 8 hours
- Winter Semester – 8 hours

  
\_\_\_\_\_  
Fred van Hartesveldt  
President, GRCC Faculty Association

May 31, 2012

  
\_\_\_\_\_  
Kathy Keating  
Chief Negotiator, GRCC

May 31, 2012

MEMO OF UNDERSTANDING  
BETWEEN THE  
BOARD OF TRUSTEES  
AND THE  
FACULTY ASSOCIATION  
OF  
GRAND RAPIDS COMMUNITY COLLEGE

**Prior Learning Assessment**

March, 2012

The purpose of this memo of understanding is to serve as a guideline for the Prior Learning Assessment (PLA) process. The following items will be addressed: qualification of assessors, selection of assessors, requirements of the assessors, faculty pay, and definition of PLA Coordinator's role. The PLA coordinator will manage the PLA process.

**Qualification of Assessors**

Orientation and training is required in order to assess students' portfolios. Current faculty members holding a minimum of a Bachelor degree and who have attended the training in PLA are eligible to be appointed as assessors of the portfolio.

**Selection of Faculty Assessors**

The PLA Coordinator will recruit assessors.

Faculty assessors are selected based upon their expertise in the subject area challenged by the student. Typically, the faculty member who has responsibility for the course material being challenged by the student would be selected as the assessor of the portfolio. If a faculty member is unavailable or unwilling, the department head/ program director will assist the PLA Coordinator in identifying the appropriate faculty assessor. The associate dean will then appoint the faculty to conduct the subject area assessment. The appointment will be made on a seniority basis. A faculty member with the highest seniority in a department will be given first right of refusal followed by the second highest seniority faculty member and so on. Within the boundaries of the stated qualifications, portfolios will be assigned on a round-robin basis. In the event there are not qualified full time faculty assessors for a class, an adjunct faculty member who has expertise in the subject area and the academic credential may be selected as a faculty assessor after completing the orientation and training.

**Requirements of Assessors**

Faculty must complete an orientation and training of the process and evaluation of portfolio to be eligible to serve as assessors. Orientation and training (approximately one hour) may be accomplished by a scheduled training session or by attending a scheduled training session. The orientation and training will provide an overview of prior learning assessment including an explanation of the processes and procedures, documentation and evaluation of a student portfolio.



Once the orientation and training is completed, faculty may be appointed to serve as assessors. Upon completion of the assessment of the student's documentation/portfolio, assessors will be required to submit the necessary documentation to the Registrar's Office and the PLA Coordinator prior to payment for this work.

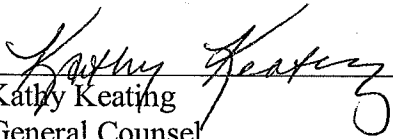
**Faculty Association Agreement for Compensation**

Faculty assessors will be compensated according to the current Faculty Masters Overload rate (Appendix B-16.A).

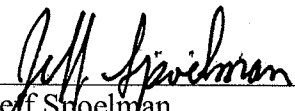
The faculty member will be paid for three (3) clock hours per assessment of a student portfolio. Pay will be calculated as overload (.1 CH) per the faculty agreement.

**Terms of this agreement**

Upon settlement, this PLA process contract language will be added to the Faculty Collective Bargaining Agreement as Article 6.J. The PLA process as outlined above will go into effect immediately when this MOU is signed.

  
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Kathy Keating  
General Counsel

4-13-2012  
\_\_\_\_\_  
date

  
\_\_\_\_\_  
Jeff Spoelman  
Chief Negotiator, Faculty Association

4/13/2012  
\_\_\_\_\_  
date

**Memorandum of Understanding**  
**between**  
**Grand Rapids Community College**  
**and**  
**Grand Rapids Community College Faculty Association**  
**October 10, 2011**

Grand Rapids Community College and the GRCC Faculty Association mutually agree to the following:

1. Effective January 1, 2012 Article 7. P.2.a and Article 7.P.2.b will be removed from the Faculty Association Collective Bargaining Agreement.

These provisions currently state:

Article 7, P. 2.a

- (3) Faculty members may select MESSA, Priority Health or Grand Valley Healthcare Plan during open enrollment.

Article 7, P.2.b

- (1) Hospital - Medical Insurance

(a) Members electing MESSA coverage will contribute the following amount toward the monthly premium:

Single: \$40/per month

Double: \$75/per month

Family: \$95/per month

Faculty members electing either Priority Health or GVHP will not contribute toward the monthly insurance premium. There will be no change in planned deductibles.

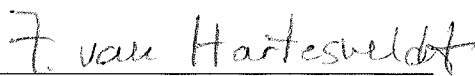
2. The following language shall become effective Monday, October 10, 2011:

The GRCC health insurance medical benefit plan coverage year referenced in Public Act 152 shall start on January 1, 2012.

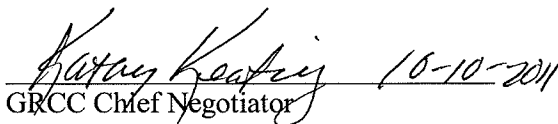
For the 2012 medical benefit plan coverage year (January 1, 2012 – December 31, 2012), faculty may select from MESSA Supercare or MESSA Choices 2 during open enrollment. The MESSA Choices 2 option will have no in-network deductible and will have a \$10/\$20 drug card.

Employees currently covered by Priority Health HMO may elect to remain in the plan. No current or future faculty members may elect Priority Health as their medical insurance provider as long as MESSA is offered to faculty.

Grand Rapids Community College shall pay premiums for the plan selected by each faculty member up to the employer limits set forth in Public Act 152. The amounts under the cap for 2012 are \$5,500 for single person coverage, \$11,000 for two person coverage, and \$15,000 for family coverage.



Faculty Association President  
10 October 2011

  
GRCC Chief Negotiator  
10 October 2011

MOU Between GREE  
and  
GRE Faculty Association

RE: Long Term Adjunct Contracts

The parties agree that CLS 100 will not be included in any long term adjunct contracts.

Jeff Poelman

6/17/2011

Gregory Kessler

6/17/2011

Memo of Understanding  
Between  
Grand Rapids Community College (GRCC)  
And  
Grand Rapids Community College Faculty Association

**ITS Pilot**

Parties agree to a pilot for 2011/2012 – 2013/2014 academic years for the following departments:

Business	Chemistry
Biology	Physics
English	Math
Health	

Unresolved issues:

1. Unit determination of student tutors
2. Impact on workload for current faculty members

Faculty may not be assigned classes with mandatory ITS as part of normal load without their consent.

*GA Jeff Spindman*  
6/17/2011

*TA Frank Keating*  
6.17.2011

## Memorandum of Understanding Regarding Evaluation Procedure for Retiring Faculty Members

Grand Rapids Community College and the Grand Rapids Community College Faculty Association agree to the following:

### Retiring Faculty Members

Retiring GRCC faculty members have the option to participate in the standard evaluation process or an alternative evaluation process available to faculty members intending to retire within a year. This alternative process will include the Self-Evaluation and Student Questionnaire components of the standard evaluation process in addition to capstone activities at the beginning and end of the year. Cohort participation is encouraged with both capstone activities.

### Alternative Evaluation Process

#### A. Capstone Reflection and Planning Experience

Each faculty member will complete and submit a Capstone Reflection and Planning Experience form to his/her Evaluator by October 1<sup>st</sup>. In lieu of completing the form, a faculty member has the option of videotaping and submitting responses. During the month of October the faculty member has the option to meet with his/her Evaluator or Dean, or meet in a round table discussion with a cohort of retiring faculty members. Discussions will focus on plans for the upcoming year as well as reflection on past work at GRCC. The Evaluator will contact the faculty member to determine his/her meeting preference. Round table cohort meetings will be coordinated by the Provost's office.

#### B. Student Evaluation of Faculty

##### 1. Classroom Faculty

The faculty member will administer standardized student questionnaires in two sections during each semester of the first year of the three-year cycle. Special cases (e.g. OEOE classes, clinicals, etc) will be coordinated between the faculty member and Evaluator. The faculty member may opt to administer questionnaires to additional sections.

Faculty members teaching one or two classes during an evaluation semester must have all of their classes complete student questionnaires.

It is suggested that faculty members distribute questionnaires to their largest class(es). (For details, see Student Questionnaires - appendix.)

A faculty member may also choose to collect additional feedback from students during the class. This additional collection can occur through use of other questionnaire tools, through classroom discussion or other methods.

Written feedback is solely for the faculty member's use and need not be submitted to the Evaluator.

##### 2. Non-classroom Faculty

The faculty member will administer a pre-determined number of student questionnaires within a specified period during each semester of the evaluation year. (For details, see non-classroom student questionnaires and protocol - appendix).

Written feedback is solely for the faculty member's use and need not be submitted to the Evaluator.

C. Classroom Observation Evaluation

1. Classroom Faculty

Each faculty member will have the option to be evaluated on his/her classroom performance. Special cases will be coordinated between the faculty member and Evaluator. (For details see Classroom Observation Full-time Faculty - appendix.)

2. Non-classroom Faculty

Each non-classroom faculty member will have the option to be evaluated on his/her student interaction. Special cases will be coordinated between the faculty member and Evaluator. (For details see Observation Full-Time Faculty (non-classroom) – appendix).

D. Self-Evaluation

At the beginning of the year the faculty member will complete a self-evaluation form to evaluate his/her progress on his/her previous FGIP. (For details, see Self-Evaluation/Portfolio - appendix.)

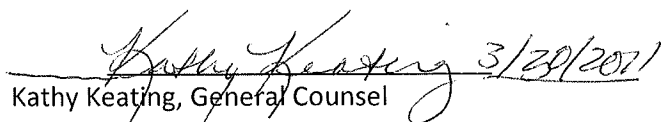
E. Capstone Assessment Experience

Each faculty member will complete and submit a Capstone Assessment Experience form to his/her Evaluator by April 1<sup>st</sup>. In lieu of completing the form, a faculty member has the option of videotaping and submitting responses. During the month of April the faculty member has the option to meet with his/her Evaluator or Dean, or meet in a round table discussion with a cohort of retiring faculty members. Discussions will focus on assessing the final year's work and tying up loose ends. The Evaluator will contact the faculty member to determine his/her meeting preference. Round table cohort meetings will be coordinated by the Provost's office.

F. Timeline for Tenured Faculty

Fall Semester	Winter Semester
1) Self Evaluation/Capstone Reflection and Planning Experience	1) Student Evaluation of Faculty
2) Student Evaluation of Faculty	2) Classroom Observation Evaluation (optional)
2) Classroom Observation Evaluation (optional)	3) Capstone Assessment Experience

 3/30/2011  
 Jeff Spoelman, Chief Negotiator  
 GRCC Faculty Association

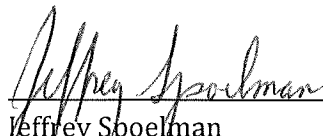
 3/29/2011  
 Kathy Keating, General Counsel  
 GRCC

Memo of Understanding  
Between  
Grand Rapids Community College (GRCC)  
And the  
Grand Rapids Community College Faculty Association  
Regarding Assistant Coaches

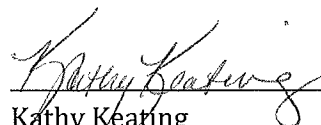
This resolution was made by mutual agreement to ensure that the GRCC Athletic Department compensates Assistant Coaches in accordance with the Faculty Association Collective Bargaining Agreement.

Athletic amounts listed in Appendix E will be administered in the following manner:

- a) All athletic programs must formally compensate assistant coaches in accordance with the negotiated amount.
- b) The GRCC Football program shall have six assistant coach stipends funded at 100%.
- c) For athletic assistant coach positions listed in Appendix E, the negotiated amounts may be split between multiple assistant coaches if authorized in writing by the Athletic Director and Dean of Student Affairs. These amounts can be split based on rationale that is related to job duties and consistent with GRCC policies.
- d) Athletic programs are allowed to use "Club Funds" to support additional coaching staff. These club funds must be administered in the following manner:
  - Club funds will be charged (indicate account number on additional pay form) for the appropriate percentage of the negotiated stipend as approved in c, above, plus applicable payroll taxes.
  - All assistant coach amounts will be processed through payroll and be signed by the Dean of Student Services.
- e) Compensation for the 2009 - 2010 football assistant coaches will be paid retroactively consistent with this agreement.

  
\_\_\_\_\_  
Jeffrey Spoelman  
Faculty Association Chief Negotiator

7/1/2010  
date

  
\_\_\_\_\_  
Kathy Keating  
GRCC Chief Negotiator

7.1.2010  
date