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OFFICE OF  
PROFESSIONAL NEGOTIATIONS

1969-70

Agreement

between the Kellogg Community College Board  
of Trustees and the  
Kellogg Community College Chapter of the  
Michigan Association for Higher Education  
for the  
Academic year of 1969-70

8/16/69 - 8/16/70

August 29, 1969

MEMORANDUM

TO: MR. SECRIST  
FROM: MR. BAREA  
RE: CHANGES IN CONTRACT

Listed are errors which we discovered and discussed in the proposed contract.

Article III, sections 8, 9, 10 & 11  
have been omitted but contain last years language.

Article VII, section 2  
add "Kellogg Community College sponsored class"

Article XI, section 2a and 2c should read,  
4 and 3 respectively.

Article XI, section 5  
should read; Faculty members previously granted tenure by  
the College Board shall have tenure under this article.  
The probationary period for faculty members without  
tenure employed prior to the 1969-70 academic year shall  
be as per past policy.

Article XII, section 3 and 5  
The opening sentence should read: "Present faculty members  
will advance one (1) step for each future year of experience  
until such time as they will reach the top of their appropriate  
level."

Section 5 - is concerned with a nineteen (19) pay period  
basis.

Article X, section 12a  
following the last sentence, add: "Provided either the  
Association or the Board may have two (2) college associated  
witnesses without mutual consent.

Appendix A (3) should read: Overload and summers school pay  
shall be \$200 per contact hour per semester.

We are not aware of any other errors in the contract.

AGREEMENT

THIS AGREEMENT entered into this 1st day of September, 1969, by and between the BOARD OF TRUSTEES OF KELLOGG COMMUNITY COLLEGE, Battle Creek, Michigan, hereinafter referred to as the "Board," and the KELLOGG COMMUNITY COLLEGE DISTRICT OF THE MICHIGAN ASSOCIATION FOR HIGHER EDUCATION, hereinafter referred to as the "Association."

WITNESSETH:

Article 1: Purpose and Intent

WHEREAS, the Board and the Association recognize and declare that providing quality higher education for the people of this area is their mutual aim and that the character of such education depends predominately upon the quality and morale of the College professional personnel, and

WHEREAS, the members of the faculty are particularly qualified to advise the Board and therefore may be utilized at the Board's discretion in the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the parties following extended and deliberate professional negotiations have reached certain understandings which they desire to confirm in this agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

Article II: Recognition

Section 1

The Board hereby recognizes the Association as the sole and exclusive negotiating representative for all personnel in the bargaining unit which is defined as all teaching faculty under contract, including librarians, assistant librarians, audio-visual coordinator, and counselors, but excluding those members of the teaching faculty who are not under contract but whose teaching load during the academic year is less than one-third (1/3) of the full-time teaching load, the Coordinator of Cultural Activities, the Coordinator of Publications, administrative and clerical personnel, department chairmen and supervisors within the meaning of the Act.

Section 2

The term "faculty" and "instructor" when used hereinafter in this agreement shall refer to all professional employees represented by the Association in the bargaining unit as designated in Article II, Section 1 of this agreement.

Section 3

The Board agrees not to negotiate with any faculty organization other than the Association for the duration of this agreement.

Article III: Faculty's Rights

Section 1

Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every professional employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any instructor in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any instructor with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceedings under this agreement.

Section 2

Nothing contained herein shall be construed to deny or restrict to any instructor rights he may have under the Michigan General School Laws or other applicable laws and regulations.

Article III: Faculty Rights

Section 3

The Association shall have the right to use appropriate space in the College buildings for meetings of its membership provided at least twenty-four (24) hours advance notice of such desire is given to the Board. In case of emergency, the time limitation may be suspended by mutual agreement. If the space requested previously has been reserved for some other use, the Board will attempt to provide alternative space. Any custodial, maintenance or operating overtime pay incurred by reason of such usage shall be paid by the Association. It is expressly understood and agreed that the permission to use space in a College building for such meetings, conferred herein, does not authorize the Association or any faculty member to disregard teaching responsibilities in order to attend such meeting or meetings.

Section 4

The Association shall be permitted to transact official Association business on College property at reasonable times, provided that this shall not interfere with or interrupt College operations or personnel carrying out responsibilities of the College.

Section 5

The Association shall have the right to use equipment such as typewriters, duplicating machines, calculating machines and audio-visual equipment at reasonable times when such equipment is not in use. The Association will request such use and shall pay for cost of all materials and supplies incident to such use.

Article III: Faculty Rights

Section 6


The Association shall have the right to post notices concerning its business and activities in the Main Room. Also, the Association shall have the right, upon mutual agreement, to post said notices on existing or future bulletin boards in faculty office areas. The Association may use the College mail service, provided any cost incurred shall be paid by the Association. It shall also have the right to use the instructors' mail boxes for communications to instructors.

Section 7

The Board agrees to furnish to the Association, in response to reasonable requests from time to time, available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the faculty and their students, together with information which may be necessary for the Association to process any grievance or complaint. This shall not be construed as allowing examination of personal files by the Association without the consent of the involved faculty member. It is understood that this commitment on the part of the Board shall not be construed to make it necessary to compile information in any other form than that in which it is already completed unless mutually agreed otherwise.




Faculty Proposal  
April 1, 1969  
Article III: Faculty Rights  
Section 10




Membership in the Association shall be open to all instructors regardless of race, creed, sex, marital status or national origin.

Faculty Proposal  
April 1, 1969  
Article III: Faculty Rights  
Section 11



Any individual faculty member and/or Association representative shall be entitled to request an appearance on the agenda of all Board meetings provided a written notification of the desire to so appear, together with notification of the nature of the subject to be presented to the Board, is submitted to the Director's office on or before the Thursday prior to the regularly scheduled Board Meeting.

Faculty Proposal  
April 1, 1969  
Article III: Faculty Rights  
Section 12



It is understood that the Board agenda is of a tentative nature and is subject to change or alteration prior to the Board meetings for which they are prepared. A copy of the tentative agenda for all regular Board meetings will be made available to the Association at the time the same is made available to the Board members and the Board will make reasonable efforts to advise the Association of items that are added thereto between the date of issuance and the date of such regular meetings.

Article III FACULTY'S RIGHTS

Section 8:

Instructors shall be entitled to full rights of citizenship and no religious or political activities of any instructor or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such instructor. The private and personal life of any instructor is not within the appropriate concern, purview or attention of the Board unless it becomes demonstratively detrimental to the student, to the instructor's effectiveness or to the standing of the College in the community.

Faculty Proposal  
April 1, 1969  
Article III: Faculty Rights  
Section 9



The provisions of this agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex or marital status (meaning only whether a person is single, married, widowed or divorced).

Article III: Faculty Rights  
Section 12

It is understood that the Board agenda is of a tentative nature and is subject to change or alteration prior to the Board meetings for which they are prepared. A copy of the tentative agenda for all regular Board meetings will be made available to the Association at the time the same is made available to the Board members and the Board will make reasonable efforts to advise the Association of items that are added thereto between the date of issuance and the date of such regular meetings.

Section 13

Each faculty member shall have the right, upon request, to review the contents of his own personnel file in the presence of the administrator responsible for the safe-keeping of such file. "A representative of the Association may, at the faculty member's request, accompany the faculty member in such review." Confidential credentials of related personal references sought at the time of employment at this institution are specifically exempted from such review. The administrator will remove said confidential reports from the file prior to the review of the file by faculty member.

- (a) The faculty member shall have the opportunity, while examining the files as above provided, to acknowledge that he has read such materials in his file by affixing his signature on the actual copy filed with the understanding that such signature merely signifies that he has read the material filed and does not necessarily mean that he agrees with its contents.
- (b) The faculty member shall have the right to answer any material which he has the right to view hereunder and, if he does, such answer shall be attached to the file copy.
- (c) The faculty member shall be permitted to reproduce or copy any material in his file which he is permitted to examine.

Article III: Faculty Rights

Section 13

- (d) Material from non-professional sources shall be removed upon the faculty member's request from the faculty member's personal file after three (3) years.
- (e) There shall be only one set of personnel files. If the tenure statement is kept, it will become part of the personnel files

Section 14

It is assumed that each new faculty member is already competent in his field or has the ability to become competent, thus the emphasis by the Board, through the administration, shall be on helping him improve.

Because the primary purpose of evaluation is the improvement of instruction and student personnel services, its use in deciding whether to retain or release a member of the faculty shall not be considered until after careful and dedicated effort by the Board, through the administration, to assist him has shown that the faculty member is not improving or is improving so slowly that it is doubtful whether he can gain the competency necessary for tenure.

- (a) The Board, through the administration, shall attempt to have a conference with the probationary faculty member at least once every two (2) months to discuss the overall evaluation of the said probationary faculty member.
- (b) Also, the probationary faculty member shall be evaluated by classroom visitation at least once each semester. It would be desirable to hold the evaluation throughout the probationary period within forty-five (45) class days of the beginning of the semester. The final evaluation shall take place as soon as desirable during the final probationary semester. A personal interview with the probationary faculty member shall be held within seven (7) days of such classroom visitation.

Article III: Faculty Rights  
Section 14

- (c) A written copy of any evaluation shall be submitted to the faculty member at the time of a personal interview and the faculty member shall have the opportunity to review, discuss and retain a copy of the evaluation report. The faculty member shall have the right to answer in writing and have attached to the report any comments concerning the evaluation report. The above-mentioned evaluation report will be in writing, listing the strengths and deficiencies and will attempt to give a definite recommended program of improvement. The Board agrees to maintain the evaluation reports of the probationary teachers in one file.
- (d) The Board and the Association will cooperate in an attempt to improve the probationary evaluation procedures.

Faculty Counter Proposal  
Section 15

A complaint regarding a faculty member will not be reduced to writing until a conference with the faculty member is held. In the event the complaint is reduced to writing, and is to become a part of the personnel file, the faculty member will be furnished a copy of the letter being placed in his personnel file.

Section 16

When the Director or his representative arranges an interview with a faculty member for the purpose of reprimand or disciplinary action, the Director, his representative and/or the faculty member shall have the right to request a representative of the Association to be present.

Section 17

The Association recognizes that the Board has responsibility and authority to manage, supervise, and direct, in behalf of the public, all the operations and activities of the College to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.

Article IV: Deductions for Professional Dues

Section 1

Instructors may at any time sign and deliver to the Board (Business Office) an assignment authorizing deduction of membership dues of the Association (Including the American Association for Higher Education and the Michigan Association for Higher Education). Such authorization shall continue in effect until such authorization is formally revoked in writing by the instructor and copies thereof delivered to the Association and Board between June 1 and September 1 of a given year.

Section 2

The deduction of membership dues shall be made bi-weekly from regular check payment for ten (10) months, beginning in September and ending in June of each academic year and the Board agrees promptly to remit all monies so deducted according to directions of the Association accompanied by a list of instructors from whom the deductions have been made.

Article V: Conditions of Employment

Section 1

Preferred minimum educagional requirements for faculty members shall be a Masters Degree in the subject matter, or its equivalent, directly relating to the teaching job or areas of assignment being filled.

Section 2

The full-time teaching load for a faculty member during the academic year shall be considered to consist of fifteen (15) contact hours per week except as provided below. Teachers instructing classes which have a semester hours, class hour ratio of one (1) to one (1) will be scheduled for fourteen (14) to sixteen (16) class contact hours per week. Teachers of laboratory-lecture or lecture-activity combinations or pure activity courses will be scheduled for fifteen (15) to eighteen (18) contact hours per week. A contact hour is defined as a fifty (50) minute classroom session, inclusive of laboratory periods. The practical nursing instructors will be scheduled from twenty-one (21) to twenty-five (25) contact hours per week. The full time load for other than teaching faculty shall be forty (40) hours per week.

Section 3

Any instructor overload shall be voluntary. Any accepted overload shall be compensated according to the overload rate given in Appendis A and shall be paid in regular pay checks over the registration period.

Section 4

The academic week shall be defined as Monday through Friday. Saturday classes shall be on a voluntary, overload basis.

Article V: Conditions of Employment

Section 5

To meet the needs of the students, classes are offered from 8:00 A.M. until 10:00 P.M. During the academic year, teachers will be scheduled for classes between the hours of 8:00 A.M. through 5:00 P.M. (except in the case of Business Machines courses where, due to the utilization of equipment and to meet class schedules, such courses may start at 7:30 A.M.) In the interest of meeting unforeseen situations and still maintaining the continuity of the College's operations, the administration may assign a faculty member one (1) extended day course as part of his full-time teaching load in the academic year. However, no faculty member shall be assigned more than one (1) extended day course in three (3) consecutive semesters. For the purpose of this Section, summer school shall not be considered as a semester.

- (a) It is not the intent of this Section to prohibit present full-time teachers from accepting overloads.
- (b) This Section shall not preclude a teacher from volunteering to teach outside the academic day.

Section 6

The number of students assigned to classes shall be limited by existing practices. Normally expected class size may be waived by administrative action, in consultation with teacher, dean and/or department chairman involved.

Section 7

An instructor shall normally be assigned no more than three (3) separate preparations per registration period unless deemed necessary by the administration to meet the needs of the students and/or insure a balanced departmental offering.



Article V: Conditions of Employment  
Section 7 (continued)

It is understood that class assignments must be made according to the needs of the students. Department chairmen will endeavor to work out mutually satisfactory schedules for teachers and classes with their respective faculty members. If schedules satisfactory to the needs of the students cannot be arrived at in this manner, the administration will make the final decision, giving appropriate consideration, insofar as is practicable, to the recommendation of the faculty members and the department chairman.

Board of Trustees Proposal #2  
Section 8

All members of the teaching faculty are expected to be available during the college day for consultation with students. Therefore, time shall be set aside during the college day for such consultation. The instructor shall post on his office door at least seven and one-half (7 1/2) hours during the college week in which he has no scheduled classes. Each conference period shall be posted for a minimum of sixty (60) minutes duration except that one thirty (30) minute period of time may be posted. The students shall make appointments with the instructor. If no student makes an appointment during the first twenty-five (25) minutes of a posted office conference hour, the instructor shall be free to use the remainder of the time at his option on campus.

Section 9

The College policy requires that each recognized "chartered" student group have an advisor. Faculty members are encouraged to serve as advisors to those groups whose purposes are related to their interest and background.

Article V: Conditions of Employment  
Section 10

Instructor attendance at all College sponsored extra-curricular functions and activities shall be voluntary except when an instructor has previously accepted a specific assignment. Instructors attending those functions for which academic attire (caps and gowns) are required, shall have said attire furnished by the College.

Section 11

The Board shall provide each faculty member with office space and equipment such as a desk, chair, side chair, filing cabinet and bookcases for effective instructional preparation and function. The faculty member shall make reasonable effort to keep the equipment thus furnished in good condition. Typewriters will be available at an average minimum ratio of one (1) typewriter for each four (4) faculty members.

Section 12

The Board will provide a minimum of one (1) full-time secretary to supervise a pool of student secretaries for clerical, reception and duplicating work for faculty which is related to the instructional functions of the College. In addition, one (1) full-time student secretary-receptionist will be assigned to each faculty office area between the daily hours of eight (8:00) a.m. and three (3:00) p.m. when the College is in session. It is recognized that student secretary absenteeism, due to illness and/or other emergencies is beyond the control of the Board and the Association.

Article V: Conditions of Employment  
Section 13

The Board shall continue to provide existing parking facilities that are exclusively for faculty use at no charge. The Board may require parking decals for each faculty car but shall furnish decals at no cost.

Section 14

Notice of any faculty or administrative position vacancy shall be published in a faculty communication and posted on the faculty bulletin board in the Mail Room at the same time the request is circulated to placement agencies. In the event the opening arises during the summer season, the Association president will be notified at the same time the request is circulated to placement agencies. Faculty members shall have five (5) days after posting or notification to the Association president to apply provided time permits. In filling such vacancies within a department, the Administration may request, at its option, a collective recommendation of the faculty as to the filling of the vacancies. All applicants for faculty positions from this College for such opening shall be notified of the disposition of their applications prior to the formal publication of the name of the successful applicant. If, among those applying for a faculty vacancy, the qualifications of two (2) or more applicants (external or internal) are relatively equal, referential consideration will be given to the present teaching faculty members possessing such qualifications on the basis of relative length of service. The Administration shall make the sole decision as to which applicant is best qualified for the position. Then present faculty members who are denied teaching transfers hereunder will be so advised in writing.

Article V: Conditions of Employment

Section 15

Under no circumstances should an instructor be assigned in an area in which he has no formal preparation.

Section 16

Any faculty member who assumes administrative duties and subsequently returns to instructor status resumes all rights and privileges that he would have had if he had continued in faculty status without interruption.

Section 17

Each faculty member shall be entitled to academic freedom of discussion within the classroom as long as the discussion is pertinent to the subject under study within the area of his professional competency. When a faculty member speaks, writes or endorses products or candidates as a citizen, he is obligated to make certain that such endorsements or statements imply no endorsement by the College.

Section 18

Any full-time faculty member who is assigned duties in more than one (1) department shall have full voting rights in all departments in which he is assigned.

Section 19

It is understood and agreed that any new policies and/or regulations relating to salaries, hours and conditions of employment shall be subject to good faith negotiations between the Board and the Association. It is understood and agreed by the Association that, in the interest of meeting unforeseen situations and still maintaining the continuity of the operations of the Board and its faculty, it may be necessary for the Board to implement such new policies and/or regulations prior to an

Article V: Conditions of Employment  
Section 19 (continued)

opportunity to negotiate with the Association with respect to such matters. Such implementation is mutually understood to be only for the period of such emergency and, in such event, it is agreed that the parties hereto shall, as soon as is practicable, but within thirty (30) calendar days thereafter, enter into negotiations concerning such changes.

Section 20

Faculty members should notify, in writing, their departmental chairman of any unsafe or hazardous conditions which endanger their health or safety.

- (a) In case of injuries or emergency health conditions of students or faculty, the main office should be called
- (b) The College switchboard shall be in operation during the time of normally scheduled day and evening classes. Trunk lines will be set for incoming and outgoing calls in the following areas: Maintenance, theater, student center and the gymnasium (Miller Building) when the switchboard is not in operation.

Section 21

Registration activities are a necessary prelude to the instructional function of the College and shall be considered an integral part of the faculty responsibilities. These duties shall constitute student advising, counseling, class card distribution and other designated professional activities.

Section 22

The academic calendar year shall be developed cooperatively by the Board and the Association and it will be Appendix C to this Agreement.

Article V: Conditions of Employment  
Section 23

- A. Whenever the Board finds it necessary to decrease the size of the faculty due to insufficient funds or significant decrease of student population, the Board may cause the appropriate and necessary number of faculty, beginning with those serving probationary periods, to be placed on unpaid leave of absence, but only in inverse order of their most recent appointments to areas of assigned responsibility: Provided that part-time faculty shall be reduced first.
- B. A faculty member placed on leave of absence shall be appointed to the first vacancy, in his former area of responsibility, according to his continuous length of service with the College.
1. If a tenure and a non-tenure instructor are equally qualified for a vacancy, the tenure instructor shall be given preference.
  2. If in the event of a millage failure the Board contemplates a need for staff reduction, the Association and those personnel who may be affected, will be notified immediately.
  3. Such reappointment shall not result in loss of status or credit for previous years of experience.

Article VI: Leaves of Absence

Section 1

All regular, full-time faculty members shall be allowed a total of twelve (12) days of absence each school year without loss of salary in case of personal illness or quarantine or the serious illness of their then-current spouse or child living in the same household. At the end of each academic year, any unused portion of the twelve (12) days leave shall accumulate for the usage for the above-enumerated reasons in future years. The maximum amount permitted to accumulate in this manner shall be two hundred eight (208) days.

- (a) A faculty member who is absent due to illness at the time school opens in the fall or at the time his contract begins may have up to twelve (12) days of paid sick leave included in the first regular pay check he receives after he reports for work. A faculty member who has a contract but never reports for work shall receive no sick leave pay.
- (b) A faculty member who is necessarily absent due to an injury or disease compensable under the Michigan Workmen's Compensation Law shall receive from the Employer the difference between what he would have received in regular salary for the duration of such necessary absence, but not to exceed ten (10) months with no subtractions from sick leave if said employee was either on a twelve (12) month contract or had a letter of appointment for a twelve (12) month period of time.
- (c) The sick leave accumulated by each teacher prior to this agreement shall be credited to the reserve of each teacher under this agreement.

Section 2

Leave not to exceed three (3) calendar days will be allowed for each death in the immediate family or household. Family is defined as meaning father, mother, parents-in-law, sibling, siblings-in-law, step-children, adopted children, child or then-current spouse. One (1) calendar day shall be allowed for the death of an aunt, uncle, grandparent, grandchild, niece or nephew.

- (a) In case of unusual circumstances, faculty members may request from the Director or his designatee additional leave.
- (b) Such bereavement shall not be counted against sick leave.

Article VI: Leaves of Absence

Section 3

In case of illness of a member of the faculty member's household, such leave will be granted with pay to be deducted from sick leave.

Section 4

From one (1) to four (4) days per year may be used also for absences necessitated by circumstances other than the above or in addition to the above if requested with explanation in writing and if approved by the Director or his designatee in advance. The urgency of the leave may be of such a nature that the request in writing is not practical, in this event, the instructor may contact the Director by telephone or in person to get a decision prior to the absence.

Section 5

A faculty member who is summoned shall be excused from work for jury service or if he is subpoenaed as a witness by anyone empowered by law to compel attendance by subpoena. Such faculty member shall be paid the difference between his regular pay and the fee he receives for acting as a juror or witness. Such leave shall not be deducted from any other leave covered in this agreement. The Board reserves the right to request the Court to excuse the faculty member from jury duty when his absence works a hardship on the College.

Section 6

A full-time, permanent faculty member who has completed six (6) consecutive years of teaching in the College may be granted a sabbatical leave of absence for one (1) semester for the purpose of travel or study in pursuit of wider knowledge and greater skills in his teaching position. The faculty member shall be paid one-half (1/2) of what he



Article VI: Leaves of Absence  
Section 6 (continued)

normally would have received as base salary during the period he is on leave, provided he signs an agreement to return to the College at the beginning of the next semester and to remain for at least one (1) full year or refund the salary while on such leave. No more than two (2) faculty members may be granted such leave in any one (1) school year. Faculty members desiring a sabbatical leave must make application therefore at least three (3) months prior to the close of the preceding academic year. Teachers desiring to extend their sabbatical leave for a second semester may make such requests to the Director of the College at least three (3) months in advance of the anticipated start of the desired second semester of leave. Special consideration may be given for unusual circumstances that prevent application before deadline date.

Section 7

Upon approval by the administration, a faculty member shall be released without loss of pay to provide a reasonable representation of appropriate educational meetings and educational conferences depending upon the distance. A travel and conference allowance for the faculty will be established in the College budget for this purpose per present policy. The above allowance in the amount \$3,440 will be allocated, distributed and managed as per memo of February 6, 1969.

Article VI: Leaves of Absence

Section 8

A leave of absence of one (1) year may be granted to any faculty member who is on tenure, upon application, for the purpose of advanced study. The Board may extend such leave an additional one (1) year upon request. Upon return from such leave, a faculty member shall be placed at the position on the salary schedule that he would have been placed had he taught in the College during such period.

Section 9

Upon application for exchange teacher positions under either national or international programs, leave may be granted to tenure faculty members. Any faculty member granted an exchange leave shall be compensated on the basis of said faculty member's regular salary status. Any period served as an exchange teacher shall be considered as time taught with the College for the purpose of the salary schedule.

Section 10

A military leave of absence shall be granted to any faculty member who shall be inducted or who shall enlist for one (1) enlistment period for military duty in any branch of the Armed Forces of the United States. Military leave shall also be granted for periods of time for the purpose of fulfilling commitments to the National Guard or any reserve component of the United States Armed Forces. Upon return from such leave, in accordance with the requirements of such applicable law for the retention of reemployment rights, a faculty member shall be placed at the same position on the salary schedule that he would have been had he taught in the College during such period. Sick leave credits

Article VI: Leaves of Absence  
Section 10 (continued)

may accumulate during the period of such absence to a maximum of twenty (20) days. In keeping with current practice, short-term military leaves shall be paid by the Board with the Board making up the difference between the contractual salary of that leave period and the salary paid by the Government for military services.

- (a) In cases where the faculty member has a choice of time of duty, the faculty member shall discuss the matter with the administration and attempt to choose the period that least interrupts his College responsibilities.

Section 11

A leave of absence of up to one (1) year shall be granted to any faculty member upon application for the purpose of serving as an officer of any professional association or on its staff. The Board may extend such leave beyond the one (1) year limit if it so desires. Upon return from such leave, such faculty members shall be placed at the same position on the salary schedule that they would have been had they taught in the College during such period.

Section 12

The Board shall grant a leave of absence without pay (or increment) of not less than one (1) semester nor more than one (1) year to any faculty member with three (3) or more years of continuous service with the College to campaign personally for or serve in a public office. If elected to the State Legislature or to Congress, the faculty member may request an extension of the leave of absence.

Article VI: Leaves of Absence

Section 13

A faculty member who is approaching maternity shall notify her department chairman as soon as pregnancy is definitely determined. Continued employment will normally be possible until the beginning of the fifth month of pregnancy but will depend upon the physical condition of the faculty member and the recommendation of her physician. If eligible under the Tenure Act, she may apply for a leave of absence, effective at the beginning of the fifth month of pregnancy and, in the latter event, such leave shall be granted without pay or increment for a period of not to exceed two (2) semesters beyond the date on which the leave became effective. Upon request, the Board may extend such leave.

Section 14

Leaves of absence without pay not to exceed two (2) years duration, will be granted to faculty members who join the Peace Corps, Vista or Teacher Corps as full-time participants in such programs provided notification to the Director of intent to apply for such leave is made by April 1st for the ensuing academic year. Any period so served shall be treated as time taught for the purpose of the salary schedule.

Section 15

Any faculty member may make application for up to a year's leave of absence without pay necessitated by the faculty member's extended illness. Such leave may be extended at the end of the year. After an extended illness, the Board may request that the faculty member present a statement from a physician certifying the faculty member's physical fitness for return to work.

Article VI: Leaves of Absence

Section 16

A faculty member on unpaid leave shall retain all credit toward sabbatical leave, but shall not accrue additional credits toward sabbatical leave while on such leave.

Section 17

Faculty members with paid leave will be given all fringe benefits. Faculty members with unpaid leaves will have group life insurance coverage continued based upon the faculty member's last annual salary with the premium paid by the Board for at least one year. Faculty members with unpaid leaves may maintain other fringe benefits at their own cost.

Section 18

Reasonable efforts will be made upon return from a leave of absence to assign the faculty members to the same or a comparable position.

Section 19

Faculty members on unpaid leave will not gain increments in the salary schedule unless specified in said leave policy.

Article VII: Professional Improvement

Section 1

Faculty members are eligible to apply for grants toward cost of tuition under any fund the Board administers for this purpose. The Association is also to have a representative on the committee that recommends to the Board the recipient of such grants.

Section 2

Faculty members are to be granted tuition-free entrance for credit to any classes they desire so long as there is no conflict with their own assignment.

Section 3

Faculty members' present spouses are to be granted tuition-free entrance to any Kellogg Community College sponsored class.

Article VIII: Insurance  
Section 1

A group life insurance policy shall be furnished each permanent faculty member with a face value equal to the faculty member's annual base salary. The Board will pay the premium for such coverage. Such policy shall provide double the above-recited benefits in case of accidental death and triple the benefits in case of death resulting from an injury incurred while a passenger on a commercial carrier.

- (a) Upon being hired, a faculty member shall be permitted to purchase supplementary life insurance under the master policy in accordance with the following schedule:

Base Salary	Amount May be Purchased
Less than \$6,000. . . . .	3,000
\$6,000 but less than \$10,000. . . . .	5,000
\$10,000 or more . . . . .	8,000

The amount of premium the faculty member must pay for the additional life insurance coverage provided for in this subsection shall be:

Age Bracket	Amount per Month
Less than 35. . . . .	20 cents per \$1,000
\$5,000 less than 45 . . . . .	35 cents per \$1,000
45 and over . . . . .	60 cents per \$1,000

At the beginning of each academic year, the faculty will be given the opportunity to purchase additional insurance, up to the maximum prescribed above.

At time of retirement or resignation, the employee may convert this group life insurance policy to any standard policy written by the insurance company for the age bracket involved at regular premium rates to be paid by the employee. The employee must take a physical examination; if insurable, there is no cost to the employee or the Board; if uninsurable, the Board pays the conversion cost of sixty-five (\$65.00) dollars.

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Article VIII: Insurance  
Section 2

The Board agrees to provide for the duration of the agreement Blue Cross and Blue Shield (MVF2) with Master Medical group plan and agrees to pay the subscription rate therefore each full time, permanent faculty member and his dependent coverage for immediate family (husband or wife and children up to the age of 18) from the date of enrollment. Each part-time permanent faculty member will receive this benefit on a prorated basis in accordance with their contractual salary. It shall be the responsibility of the faculty member to comply with the enrollment dates established by the company and inform the Board with the appropriate forms, of any changes in his status that will affect his insurance status.

- (a) The Blue Cross-Blue Shield coverage shall be for the full calendar year and shall be effective, during the life of this agreement, through the last month of active employment.

Upon retirement, a faculty member shall have the right to transfer into the retired teacher group and participate in the coverage provided thereunder provided the retiree makes arrangements to pay the full premium or subscription rate for such coverage.

Section 3

The Board shall provide each faculty member with comprehensive public liability insurance in an amount not less than one hundred thousand dollars (\$100,000.00) for each occurrence or accident. Coverage shall be sufficiently broad to protect faculty members involved in extra-curricular activities carried on directly or indirectly under the auspices of the Board or its representatives and shall include protection against risk or injury from unusual hazards.



Article IX: Retirement

Section 1

The Board agrees, during the life of this agreement, to continue the present Retirement Program and Tax Sheltered Annuity Plan on the same conditions as prevailed prior to the execution of this agreement.

Section 2

Upon retirement, under the provisions of the State Retirement Act, full-time faculty who are eligible to begin drawing annuity immediately and choose to do so shall be paid at their last annual rate based upon a two hundred (200) day year for an accumulated sick leave up to ninety (90) days. If, at a later date, the employee shall, for any reason return for employment in the District, the Board will not be responsible for these benefits a second time. The faculty member must have been an employee of the School District for a period of ten (10) years to be eligible for this benefit. The faculty member may request, for tax purposes, payment in a lump sum or to be paid in equal annual payments over a two (2) or three (3) year period.

Article X: Grievance Procedure  
Section 1

A grievance is a claim based upon an event or condition which affects the welfare or conditions of employment of a faculty member or a group of faculty members and/or the interpretation, meaning or application of any of the provisions of this agreement. It is expressly understood that a claim based upon an event or condition which does not affect the welfare or conditions of employment of a member of the unit described in Article II above shall not constitute a grievance.

Section 2

In the event that a faculty member or group of faculty members, or the Association believe they have a basis for a grievance, he or they shall first informally discuss the grievance with their Department Chairman or the appropriate administrator.

Section 3

If, as the result of the informal discussion with the Department Chairman or appropriate administrator, a grievance is believed to exist, the Grievant may invoke the formal grievance procedure by formalizing the complaint as a written grievance. In the event the complaint becomes a grievance, it will be processed in the following manner:

Section 4: First Step

To be processed hereunder, a grievance must be reduced to writing, state the facts upon which it is based, when they occurred, must be signed by the faculty members, group of faculty members or the Association representative filing the grievance and must be presented to the Director or someone by him designated within thirty (30) days following the event upon which the grievance is based. Provided the department

Article X: Grievance  
Section 4: First Step

chairman or appropriate administrator is notified in writing that his action is unsatisfactory to the grievant and that the grievance is to be processed to the next step. The Director and/or his designates shall meet with the aggrieved faculty member, or faculty members, and/or the Association representative within five (5) school days following the date upon which the written grievance was received. Either party shall have the right to have witnesses present at such hearing and the Association may, if it so elects, have a permanent staff representative (s) present. The Director or his designatee shall be given a written decision with respect to the grievance, with the reasons therefor, to the aggrieved faculty member, if any, Association representative, department chairman and/or appropriate administrator involved within five (5) school days after such hearing.

Section 5: Second Step

If the faculty member, group of faculty members or the Association's representative disagrees with the decision of the Director or his designatee, the matter may be appealed to the Superintendent of Schools, provided such appeal is taken in writing, within five (5) school days after receipt of the First Step decision by the faculty member, group of faculty members, if any, and the Association representative and provided further that along with such appeal the appealing party submits a copy of all preceding written statements of the grievance and of decisions of previous authorities with respect to the same. The Superintendent of Schools or his authorized representatives, within five (5) school days after receipt of the appeal, shall give a written decision

Article X: Grievance  
Section 5: Second Step

with respect to the grievance, with the reasons therefor, to the aggrieved faculty member, group of faculty members, if any, Association representative, department chairman, dean involved and the Director.

Section 6: Third Step

If the grievance has not been settled in the foregoing steps and the matter is to be appealed, the aggrieved faculty member, group of faculty members or the Association representative shall, within five (5) school days after receipt of the Board's Second Step decision, advise the Director, in writing, of the intent to enlist the services of a mediator from the Michigan Labor Mediation Board. Within ten (10) school days after receipt of such written intent by the Director (unless an extension of time is mutually agreed upon), the Association representative and permanent staff representative (s) shall meet with a state mediator and a committee designated by the Superintendent to consider the grievance. Within five (5) school days after such meeting, the chairman of the Board's committee shall give a written decision, with the reasons therefor to the aggrieved faculty member, or group of faculty members, if any, the Association representative and permanent staff representative and the Superintendent, Director, department chairman and dean involved.

Section 7: Fourth Step

If the grievance has not been settled in the foregoing steps and the matter is to be further appealed, the aggrieved faculty member, group of faculty members or Association representative shall, withing five (5) school days after receipt of the

Article X: Grievance  
Section 7: Fourth Step

Board's Third Step decision, advise the Director, in writing, of the desire to appeal the matter to the Board of Trustees. The Director shall promptly forward a copy of the grievance and all previous decisions to the President of the Board of Trustees. Within thirty (30) calendar days following the date of appeal at this step, said Board or committee of Board members by it designated shall meet in executive session to consider the grievance. The decision of the Board or its designated committee shall be communicated in writing, with the reasons therefor to the aggrieved faculty member, group of faculty members or Association representative and permanent staff representative, the Superintendent, Director, department chairman and dean involved within five (5) school days following the date upon which the Board or its designated committee takes formal action on such grievance.

Section 8

It is understood and agreed that a grievance shall not be initiated at a level below that at which the facts upon which it is based, occurred. This, however, shall not preclude an oral discussion at the initial level.

Section 9

The time limits specified in Section 4 through 7 of this Article may be extended by mutual agreement of the administration and the faculty member, group of faculty members involved and/or the Association representative. If a grievance which has not been settled at any step of the grievance procedure is not appealed by the faculty member, group of faculty members or Association, on its own behalf, to the next

Article X: Grievance  
Section 9

succeeding step within the time limits provided for such appeal, such grievance shall be considered as having been withdrawn and shall bar further action on such grievance. If a grievance is not answered by the Board within the time limit specified for such answer at any step of the grievance procedure, the faculty member, group of faculty members and/or Association representative shall be entitled to appeal the grievance to the next step of the grievance procedure within the time limits provided had the decision been rendered on time.

Section 10

All discussions with respect to the grievance shall be kept confidential by the parties involved during the procedural steps of the efforts to resolve the grievance: Provided that either party may release pertinent information to any or all personnel related to the grievance.

Section 11

No ruling or adjustment shall be contrary to any provision of this agreement.

Section 12

Hearings and conferences referred to in this Article shall be held at those times most convenient and least disruptive of the teaching and administrative assignments of those involved. In order to achieve this end, hearings and conferences will be scheduled, insofar as possible, at times when none (or at least number) of the involved faculty members are free from class assignments, such faculty members shall suffer no loss of pay for time necessarily spent in such meetings, provided:

Article X: Grievance

Section 12

- (a) The faculty member, prior to such meeting, instructs his class as to what substitute and/or related activity it is to engage in during or in lieu of such class period; and, provided further.
- (b) A faculty member whose attendance as a witness at such meeting is necessary in order to present as support pertinent facts involved in the subject under discussion shall be permitted to attend such meeting only for the period of time necessary to elicit the information he has to offer. Such decisions as to who shall be entitled to be present as witnesses at hearings, conferences and/or meetings shall be mutually agreed upon by the administration and the Association representative.

Section 13

If a grievant has a grievance which he wishes to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without notification to the Association and an opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this agreement.

## ARTICLE XI TENURE

Section: 1 The purpose of this section shall be to define probationary periods, tenure and discharges.

Section: 2 Probationary Period

- a. Faculty members shall be employed on a probationary status during the first seven years of their employment or less at the discretion of the Board.
- b. If a faculty member has been employed by another community or junior college teaching in the same field the probationary period shall be for a period of three years.
- c. If a faculty member has been employed in teaching but not in the community or junior college, the probationary period shall be for a period of five years.
- d. No faculty member shall be required to serve more than one probationary period in this institution.
- e. In the event that a faculty member had been granted tenure by another controlling board, he may at the the option of the Board be placed immediately on tenure or at any time during the period described in b or c above.
- f. Probationary letters of appointment for probationary faculty members will be renewed if both the faculty member and the Board desire such renewal. The Board shall notify the probationary faculty member, in writing 60 days prior to the expiration of his existing contract or by March 15, whichever occurs first, with a definite written statement as to whether or not his work has been satisfactory. Failure to submit the written statement shall be considered as conclusive evidence that the faculty member's contract will be renewed. Any probationary faculty member not on tenure shall be employed for the ensuing year unless notified in writing at least 60 days before the close of his contract that his services will be discontinued.

Section 3 Tenure

- a. After the satisfactory completion of the probationary period, the faculty member shall be granted tenure by the College Board and shall not be dismissed except as hereinafter provided.



Section: 3 tenure (cont.)

- b. A faculty member may discontinue his service with the Board prior to July 1 for the next academic year. After July 1, the faculty member may discontinue his service only by mutual consent of the Board and faculty member.
- c. Any faculty member on tenure whose services are terminated because of a necessary reduction in personnel shall be appointed to the first vacancy for which he is qualified.

Section: 4 Discharge.

- a. Discharge of a faculty member under tenure may be made only for reasonable and just cause, and after charges, notice and hearing and determination thereof, as hereinafter provided.
- b. All charges against a faculty member shall be made in writing, signed by the appropriate administrative official, and filed with the Board: Provided charges concerning the character of professional services shall be filed at least 60 days before the close of the academic year. In the event the Board determines that such charges should be pursued, it shall furnish the faculty member with a written statement thereof and shall at the option of the faculty member, provide for a hearing thereon, to be held within thirty (30) days after the filing of such charges.
  - (1) On the filing of charges with the faculty member the Board may suspend the accused faculty member from active performance of all duties or a portion thereof until a decision is rendered by the Board: Provided that if the decision of the Board is appealed and the commission reverses said decision of the Board, the faculty member shall be entitled to all salary lost as a result of such suspension.
- c. The hearing shall be conducted in accordance with the following provisions:
  - (1) The hearing shall be private or may be public at the mutual agreement of the Board and Faculty member involved.
  - (2) No action shall be taken resulting in the dismissal of a faculty member except by a majority vote of the members of the Board.
  - (3) Both the faculty member and the Board may be represented by counsel.
  - (4) Testimony at the hearing shall be taken on oath or affirmation.

Section: 4 Discharge (cont.)

- (5) The Board shall employ a stenographer who shall take a full record of the proceedings of such hearing and who, shall, within ten (10) days after the conclusion thereof, furnish the Board and the faculty member affected thereby with a copy of the transcript of such record, which shall be certified to be complete and correct.
  - (6) The Board shall have the power to subpoena witness and documentary evidence, and shall do so on its own motion or at the request of the faculty member against whom the charges have been made. If any person shall refuse to appear and testify in answer to any subpoena issued by the Board, such controlling board may petition the circuit court of the county setting forth the facts which court shall there upon issue its subpoena commanding such person to appear before the Board there to testify as to the matters being inquired into. Any failure to obey such order of the court may be punished by such court as contempt thereof.
  - (7) The Board shall provide in writing within seven (7) days after the termination of the hearing, its decision.
- d. If the faculty member appeals the decision of the Board he may appeal said decision to the commission as provided in Article XI section 4d. The hearing will be conducted as provided in Article XI section 4c.
- (1) Said commission shall be composed of two (2) faculty members appointed by the association and two (2) college administrators appointed by the Board and a fifth (5) member selected from the community by the four (4) appointed members.
  - (2) The commissions decision shall be binding.
  - (3) The appointed members will be selected within thirty (30) days of faculty ratification of the Master agreement. The commission will be responsible for selecting a slate of probable candidates for the fifth (5) position on the commission.

Section: 5

This article applies only to those faculty members initially hired for the 1969-70 academic year.

Article XII: Professional Compensation

Section 1 Issurance of Letters of Appointment

All letters of appointment shall be issued to the faculty members within two (2) weeks after ratification of this master agreement.

Section 2

Said letters of appointment are to be signed and returned to the Board of Trustees ten (10) days after receipt.

Section 3

Faculty members who begin work after August 15, 1969, will be credited for salary schedule purposes with one (1) year of credit for each two (2) years of related work experience and/or one (1) year of credit for each one (1) year of prior teaching experience not to exceed in the aggregate of total of six (6) years credit.

Section 4

Faculty members issued twelve (12) month letters of appointment will receive one and two-tenths (1.2) time their basic academic yearly salary.

Section 5

Pay checks will be issued on a bi-weekly, twenty (20) pay period basis. When a normal pay day occurs on a day when College is not in session, such pay day shall be the last day of classes.

Section 6

Deductions may be authorized and shall be executed for any of the following:

- (a) United professional dues;
- (b) Government bonds;
- (c) Credit union (school employees);
- (d) Tax sheltered annuity program (Massachusetts Mutual);

Article XII: Professional Compensation  
Section 6

- (e) United Fund;
- (f) Income protection (Washington National); and
- (g) Such others as mutually agreed upon by the Association and the Board.

Section 7

Salary checks are to be signed for and picked up in the Business office.

Article XIII: General

Section 1

Examination required by the Board shall be at no expense to the faculty member.

Section 2

Each faculty member shall be required to have on file with the College a report showing that he is free from tuberculosis, as prescribed by law, from the Calhoun County Health Department, at no cost to the teacher, or from some other valid source at the teacher's own expense.

Section 3

The policy concerning the selection of textbooks shall remain as it was immediately prior to the execution of his agreement.

Section 4

All faculty members may take advantage of the identification card service during registration.

Section 5

Copies of this agreement shall be presented to all faculty members now employed or hereafter employed by the Board. Every faculty member shall receive one (1) copy of this agreement. The Association shall be given fifty (50) copies of this agreement. Copies of this agreement shall be printed at the expense of the Board.

Section 6

This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual faculty member's letters

Article XIII: General

Section 6

of appointment heretofore in effect. All future faculty members' letters of appointments shall be made expressly subject to the terms of this agreement. The provisions of this agreement shall be incorporated into and be considered part of the established policies of the Board.

Section 7

If any provision of this agreement or any application of the agreement to employee or group of employees shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Board and the Association shall enter into collective bargaining within fifteen (15) days of official notification for the purpose of negotiating a mutually satisfactory replacement for such provision.

Section 8

The Association agrees that, during the life of this agreement, it shall represent, equally, all faculty members within its jurisdiction, regardless of their membership or non-membership in the Association.

Section 9

The Board has a statutory obligation, pursuant to the Michigan Public Employees Act Number 336 of the Public Acts of 1947, as amended, to negotiate with the Association as the sole and exclusive collective bargaining representative of the College professional personnel, as defined in Article II of this agreement.

Article XIII: General

Section 10

The Association shall have the opportunity to discuss with the Board their position on contemplated millage questions before the final millage requests are set.

Section 11

Further, to establish and maintain lines of communication, the faculty, through the Association, will have a seat on the Academic Council.

Section 12

The appropriate faculty members will have an opportunity to consult with the College administration in areas of curricula, financial and long-range college development prior to the implementation, adoption and/or general publication. Examples of such areas of faculty involvement and institutional development are as follows:

- (a) College building programs;
- (b) Departmental (capital outlay) requests;
- (c) Scheduling of regular departmental meetings;
- (d) Textbook selection;
- (e) Curriculum changes; and
- (f) Academic standards

Section 13

The final decision-making authority and responsibility of the above section is vested in the Board.

Section 14

Representatives of the Board and the Association's bargaining committee will meet at least once within each calendar month during the academic year for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party will

Article XIII: General

Section 14

submit to the other, five (5) days prior to the meeting an agenda covering what they wish to discuss. If no notice is given for a desire to meet during the month, no meeting will be held.

Section 15

The Board and the Association shall continue to cooperate in an attempt to improve the evaluation procedures.

Section 16

Between April 1st and April 15th, the parties shall initiate negotiation for the purpose of entering into a successor agreement for the forthcoming year.



Article XIV:  
Duration of Agreement

This agreement shall be effective as of the 16th day of August, 1969,  
and the terms and provisions thereof shall remain in full force and  
effect through the 15th day of August, 1970.

IN WITNESS WHEREOF, the parties hereto have executed this agreement  
in Battle Creek, Michigan on this

KELLOGG COMMUNITY COLLEGE DISTRICT OF THE MICHIGAN ASSOCIATION FOR  
HIGHER EDUCATION.

Robert Lents  
President

\_\_\_\_\_

C. Robert Secrist  
Negotiator

\_\_\_\_\_

William Barnard  
Negotiator

\_\_\_\_\_

Parnell D. Clark  
Negotiator

\_\_\_\_\_

John D. Knott  
Negotiator

\_\_\_\_\_

Frank R. Moon  
Negotiator

\_\_\_\_\_

Robert Rice  
Negotiator

\_\_\_\_\_

BOARD OF TRUSTEES OF KELLOGG COMMUNITY COLLEGE

Harry R. Davidson  
Superintendent of Schools

\_\_\_\_\_

Richard F. Whitmore  
Director of College

\_\_\_\_\_

Robert D. Gifford  
President of Board of Trustees

\_\_\_\_\_

APPENDIX "A"

KELLOGG COMMUNITY COLLEGE

Proposed Faculty Salary Schedule for 1969-70

(1)

Years of Experience	Non Degree	BA	MA	MA+30	MA+60
0	\$ 6,500	\$ 7,300	\$ 8,000	\$ 8,330	\$ 8,660
1	6,782	7,678	8,448	8,778	9,108
2	7,064	8,056	8,896	9,226	9,556
3	7,346	8,434	9,344	9,674	10,004
4	7,628	8,812	9,792	10,122	10,452
5	7,910	9,190	10,240	10,570	10,900
6	8,192	9,568	10,688	11,018	11,348
7	8,474	9,946	11,136	11,466	11,796
8	8,756	10,324	11,584	11,914	12,244
9	9,038	10,702	12,032	12,362	12,692
10	9,320	11,080	12,480	12,810	13,140
11	9,602	11,460	12,928	13,258	13,588
12	---	---	13,380	13,710	14,040

(2) \$110.00 per year for each ten (10) hours above the Masters Degree shall be paid providing such hours are graduate or approved undergraduate hours and provided further that to be eligible for the MA plus sixty (60) hours placement the instructor must be working on an approved doctoral program. \$150.00 per year shall be paid for the first fifteen (15) hours above the Bachelors Degree. The additional hours referred to herein must be verified by official transcript.

(3) Overload and Summer Pay  
Overload pay shall be \$200.00 per contact hour per semester.

(4) Off-Campus Teaching (Outside the Battle Creek metropolitan area will be voluntary)

The off-campus faculty member's salary will be the same as the overload schedule with the following additions.

- (a) The Board will provide transportation for the faculty member or if College vehicles are not available.
- (b) The faculty member may provide his own transportation and be compensated at the rate of ten cents (10¢) per mile for the round trip distance between the College and the off-campus teaching site if the trip requires the travel of that distance.

Appendix A - continued

- (c) The faculty member will receive for off-campus teaching an amount equal to one-half (1/2) (prorated on an hourly basis) of that received for teaching the off-campus class for time in travel. The travel time will be estimated at the beginning of the class and paid according to the salary payment guide lines.
  
- (5) A non-teaching faculty member who accepts summer employment will be compensated at a daily rate equivalent to his basic yearly salary divided by the number of days in the appropriate academic calendar year.

APPENDIX B

Additional Compensation for Extra Duties

Basketball Coach . . . . .	\$1,430.00
Swimming Coach . . . . .	770.00
Track Coach . . . . .	770.00
Tennis Coach . . . . .	605.00
Golf Coach . . . . .	605.00
Cross-Country Coach . . . . .	550.00
Cheer Leader Director . . . . .	302.00
Debate & Forensics Coach . . . . .	825.00
Team & Building Manager . . . . .	302.00
Chaperone (per event) . . . . .	17.00
Counselors . . . . .	532.00
	per contractual year
Newspaper . . . . .	3 hours
	reduced load each semester
Literary Publication . . . . .	3 hours
	reduced load each semester
Assistant for Drama, Debate and Forensics . . . . .	440.00
Drama Coach . . . . .	3 hours
	reduced load each semester
Athletic Coordinator. . . . .	3 hours
	reduced load each semester
Women's Intramurals . . . . .	550.00
	each semester

APPENDIX C COLLEGE CALENDAR 1969-70

Fall Semester 1969

August 19, 20, 21	New Faculty Orientation
August 20, 21	Night Registration
August 22, 25, 26	Registration (afternoon of 26th for departmental meetings)
August 27	Classes begin--Wednesday (3 instructional days)
September 1	Labor Day--Holiday
September 2	Classes Resume (21 instructional days)
October 22	Mid Term (23 instructional days)
November 27, 28	Thanksgiving Vacation (18 instructional days)
December 1	Classes Resume
December 19	Final Day of Classes for the first semester
December 23	Final Grades Due (Christmas vacation after final grades are submitted) (15 instructional days)

Spring Semester 1970

January 5, 6, 7, 8	Interim Workshop
January 7, 8	Night Registration
January 9, 12, 13	Registration (afternoon of 13th departmental meetings)
January 14	Class Begins (13 instructional days)
February	(20 instructional days)
March 10	Mid Term
March 27	Good Friday--Spring Vacation Begins (19 instructional days)
April 6	Classes Resume (19 instructional days)
May 13	Final Day of Classes
May 14	Grades Due
May 15	Commencement --end of contract (9 instructional days)

	160 instructional days
	<u>17 non-instructional days</u>
Total	177 contractual days

Night registration will be on a voluntary basis for the 1969-70 school year and is considered to be experimental in design.

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Appendix C - continued

Summer School 1970

May 20	Registration
May 21	Classes Begin
May 29	Holiday--Memorial Day
June 1	Classes Begin
June 12	Final Day of Classes

SECOND Session

June 16	Registration
June 17	Classes Begin
July 3	Holiday--4th of July
July 6	Classes Resume
July 29	Final Day of Classes

THIRD Session

The period from July 30 to August 14 is reserved for workshops and special seminars.

APPENDIX D

KELLOGG COMMUNITY COLLEGE GRIEVANCE REPORT  
(Complete four copies)

Name (s) of greivant:

Date Filed:

Signature: \_\_\_\_\_

Statement of grievance: (Give date and nature of grievance and attach any supporting documents)

---

Settlement sought:

1. The grievant acknowledges that in order for the Association to represent him fairly the full facts must be available to the Association. Therefore, the grievant consents to the Association seeing his personnel file.
2. The following will be recorded as endorsements to this form:  
Disposition at any step including the date of disposition and the signature of person making the disposition.  
The request to appeal including date of appeal.