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8/15/97

AGREEMENT

between

**KELLOGG COMMUNITY COLLEGE
BOARD OF TRUSTEES**

and

KELLOGG FACULTY ASSOCIATION

for the

ACADEMIC YEARS

1995-96, 1996-97

Kellogg Community College

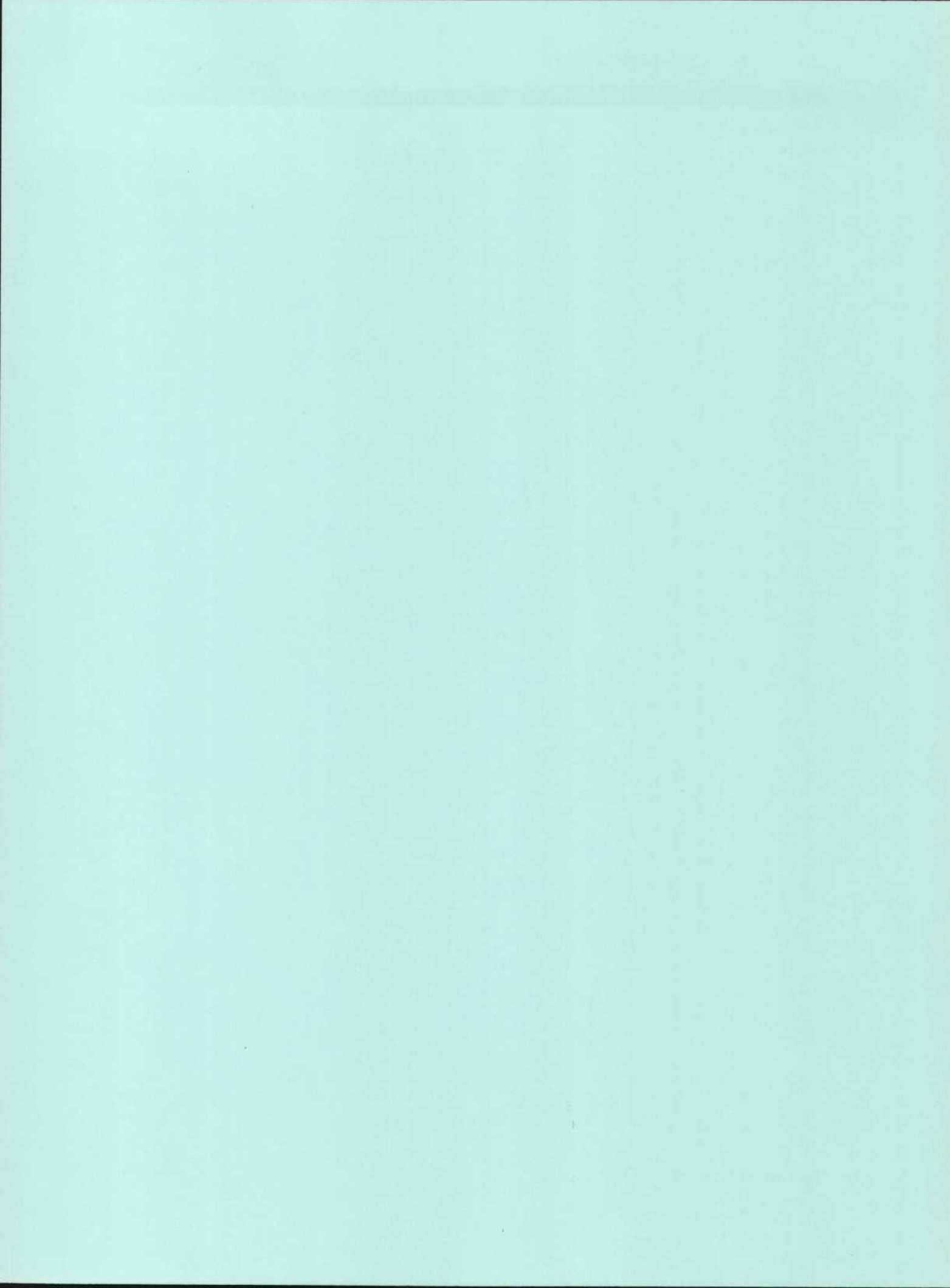


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AGREEMENT

THIS AGREEMENT entered into this 16th day of August, 1995, by and between the BOARD OF TRUSTEES OF KELLOGG COMMUNITY COLLEGE, Battle Creek, Michigan, hereinafter referred to as the "Board," and the KELLOGG FACULTY ASSOCIATION, hereinafter referred to as the "Association."

WITNESSETH:

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 predominantly 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 I

RECOGNITION

Section 1: The Board hereby recognizes the Association as the 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 and excluding those teaching faculty whose teaching load during the academic year is less than one-half (1/2) of the full-time teaching load, the Coordinator of Cultural Activities, Director of Publications, administrative and clerical personnel, department chairpersons and supervisors within the meaning of the Act.

Following certification by the Michigan Employment Relations Commission on August 27, 1974, the following unit is joined to the existing unit for purposes of collective bargaining: All employees employed as Media Production Specialist and/or Clinical Assistants, but excluding all other executive and supervisory personnel employed by the College and all other employees.

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 I, 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 II

RIGHTS OF THE BOARD

Section 1: The Board of Trustees reserves and retains the responsibility and authority to manage, supervise, and direct, in behalf of the public, all 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 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. 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 of conditions of employment by reason of membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or institution of any grievance, complaint or proceedings under this agreement.

Section 2: Nothing contained herein shall be construed to deny or restrict any employee's rights under the Michigan General School Laws or other applicable laws and regulations.

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 Administration. 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 Administration will attempt to provide alternative space. Any custodial maintenance or operating overtime pay incurred by reason of 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 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.

Section 6: The Association shall have the right to post notices concerning its business and activities in the staff lounge. Also, the Association shall have the right, upon mutual agreement, to post said notices on 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 employees' mail boxes for communications to them.

Section 7: The Board agrees to furnish 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 personnel 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.

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.

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).

Section 10: Membership in the Association shall be open to all instructors regardless of race, creed, sex, marital status, disability or national origin.

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 President's office on or before the Thursday prior to the regularly scheduled Board meeting.

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 the member's personnel file in the presence of the administrator responsible for the safekeeping of such file. A representative of the Association may, at the faculty member's request, accompany the member in such review. Confidential credentials or 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 the member.

- (a) The faculty member shall have the opportunity, while examining the files as above provided, to acknowledge that the member has read such materials in the file by affixing the member's signature on the actual copy filed with the understanding that such signature merely signifies that the member has read the material filed but does not necessarily agree with its contents.
- (b) The faculty member shall have the right to answer any material viewed hereunder and, if the member chooses, such answer shall be attached to the file copy.
- (c) The faculty member shall be permitted to reproduce or copy any material in the file which the member is permitted to examine.
- (d) After three (3) years, material from non-professional sources shall be removed from the faculty member's personnel file upon request from the faculty member.
- (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 the member's area(s) of responsibility or has the ability to become competent. Thus the emphasis by the Board, through the Administration, shall be on helping the member improve. Because the primary purpose of evaluation is the improvement of instruction and student personnel services; its use, by the Board, in deciding whether to retain or release a member of the faculty shall not be considered until after careful and dedicated effort, through the administration, to assist the member has shown that the faculty member is not improving or is improving so slowly that it is doubtful whether the member 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 each semester 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. A personal interview with the probationary faculty member shall be held within seven (7) days of such classroom visitation, unless it is mutually agreed upon to postpone.
- (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.

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 the member's personnel file.

Section 16: When the President or designee arranges an interview with a faculty member for the purpose of reprimand or disciplinary action, the President, designee and/or the faculty member shall have the right to request a representative of the Association to be present.

Section 17: If the total on-campus FTE enrollment during the regular academic year remains within ten percent (10%) of that of the 1992-93 on-campus FTE regular academic year enrollment, the number of full-time faculty positions funded through institutional funds will remain at a minimum of ninety-three (93). The FTE on-campus regular academic year enrollment for 1992-93 is 3160. This FTE enrollment for subsequent years will be annually provided to the KFA President and will be determined by taking the total number of regular on-campus credit hours during the academic year and dividing by 24.

Article IV

DEDUCTIONS FOR PROFESSIONAL DUES

Section 1: Instructors may at any time sign and deliver to the Board (Payroll Office) an assignment authorizing deduction of membership dues (including the National Education Association and the Michigan Education Association). 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 in nineteen (19) deductions. In the case in which there are less than nineteen (19) pay periods, the additional deductions shall be taken in the last regular check payment. The Board agrees promptly to remit all monies so deducted according to directions of the Association, accompanied by a list of instructors from whom deductions have been made.

Article V

CONDITIONS OF EMPLOYMENT

Section 1: Preferred minimum educational requirements for faculty members shall be a Master's 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:

- (a) Faculty instructing classes which have a semester hour, class hour ratio of one (1) to one (1) will be scheduled for fourteen (14) to sixteen (16) class contact hours per week. Faculty instructing laboratory-lecture or lecture-activity combinations or pure activity courses will be scheduled for fifteen (15) to eighteen (18) contact hours per week.

- (b) Faculty members in the Health Technology programs will be scheduled up to a maximum of forty (40) contact hours per year and the maximum number of contact hours per semester will not exceed twenty-two (22). The Board reserves the right to reduce the teaching load of those Health Technology faculty designated by the Board as coordinators and/or program planners.
- (c) A contact hour is defined as a fifty (50) minute classroom session, inclusive of laboratory periods.
- (d) The full-time load for Counseling and Learning Resource Center faculty shall be eight (8) hours per day.
- (e) The full-time load for Industrial Trades faculty who teach open entry or individualized methods of instruction shall be thirty (30) contact hours per week. Such faculty shall schedule an additional ten (10) hours per week for preparation and support activities.
- (f) Full-time load for faculty members teaching a combination of laboratory-lecture and lecture-activity in the automotive technology, drafting and design technology, electronic technology, industrial engineering technology and/or manufacturing technology programs shall be fifteen (15) contact hours per week on a one-to-one basis. Delivery of individualized instruction to be used as full-time load shall be counted as one (1) contact hour for each two (2) scheduled hours of individualized instruction. Said faculty shall be scheduled for preparation, support activities, and/or office hours at the rate of one (1) hour for each two (2) contact hours of lecture-laboratory and one (1) hour for each three (3) hours of individualized instruction.
- (g) In addition to regular assignments, faculty may be employed to perform services for business and industry, customized training, program planning and development, and activities at the RMTTC. The faculty member employed on a split load will have the load pro-rated between traditional assignment and non-traditional assignment. This will be done based on a pro-ration of the traditional load with the overall calculation based on a forty (40) hour week.

An example would be a faculty member with a traditional assignment encompassing sixteen (16) hours. Should the college decide to reduce their traditional load to eight (8) hours, the faculty member could be assigned up to an additional twenty (20) hours of non-traditional load.

The training assignment contracts will be scheduled during the one hundred seventy-four (174) day standard academic year contract with the specific training days to be developed mutually by the faculty trainer and the administration to meet the needs of the customer. It is understood that adequate preparation time is provided as part of training contracts. The administration reserves the right of assignment of days within the standard one hundred seventy-four (174) day contract period should such agreement on schedule not occur.

Section 3: Any instructor overload shall be voluntary. Any accepted overload shall be compensated according to the overload rate given in Appendix A and shall be paid in regular paychecks over the registration period.

Based upon past enrollment patterns and upon mutual written agreement, faculty may elect to defer pay for a maximum of two (2) sections or six (6) credits, whichever is greater, taught as overload in the fall semester. This option is available in areas to be designated in a Letter of Understanding in March of each year. If a full teaching load is not available at the close of spring semester registration, the faculty member may utilize the deferred overload as part of the spring semester

assignment. If a full assignment in a faculty member's normally scheduled week is available at the close of registration, the faculty member will receive during the spring semester the appropriate compensation for the deferred overload in one or more installments at the option of the faculty member.

Section 4: If a member is unable to acquire a full teaching load in their identified area(s) of responsibility, they may request approval of the administration to be allowed to teach in an area(s) of responsibility not previously assigned as a means of remaining on full-time status. Such member must be qualified to teach in the area(s) of responsibility requested. A member allowed to teach in an area(s) of responsibility under this circumstance does not acquire seniority rights within the new area(s) of responsibility.

Section 5: The academic week shall be defined as Monday through Friday. Saturday classes shall be on a voluntary overload basis, except for faculty members employed to teach during the afternoon, evening and Saturday. Classes are offered throughout the academic day from 8:00 a.m. to 10:00 p.m. and on Saturdays.

Section 6:

- (a) During the standard academic year (the fall and spring semester from Appendix C), faculty members will normally be scheduled for classes between the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday. If day class enrollments, program requirements, and teaching assignments are insufficient for normal scheduling, a faculty member may be assigned one (1) evening or Saturday course as part of the member's full-time teaching load during any standard academic year. The department chairperson, in cooperation with departmental members, will make an effort to give equitable distributions of any such assignments.
- (b) The Board may hire faculty members who will be assigned during the standard academic year from 12:00 noon through 10:00 p.m. and on Saturdays.
- (c) It is not the intent of this section to prohibit present full-time faculty members from accepting overloads, nor does it preclude a faculty member from volunteering to teach outside of the member's normal day, week, or year.

Section 7: 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 the teacher, dean and/or department chairperson involved.

Section 8: 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. It is understood that class assignments must be made according to the needs of the students. Department chairpersons 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 chairperson.

Section 9: 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. Instructors shall post the following office hours on their office door during those periods of the college week when they have no scheduled classes.

- (a) Health technology instructors—four and one-half (4½) hours per week.
- (b) Industrial trades and engineering technology faculty office hours shall be integrated

into their preparation and support activities hours.

- (c) All other instructors—seven and one-half (7½) hours per week. The student 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 the member's option on campus.

Section 10: 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.

Section 11: Instructor attendance at all College sponsored extra-curricular functions and activities is voluntary except when an instructor has previously accepted a specific assignment. Instructors attending those functions for which academic attire (caps and gowns) is required shall have said attire furnished by the College.

Section 12: The Board shall provide each faculty member with office space and equipment such as a desk, chair, side chair, filing cabinet and bookcase for effective instructional preparation and function. The faculty member shall make reasonable effort to keep the equipment thus furnished in good condition. Computers will be available for use by faculty members.

Section 13: Secretary-receptionists will be assigned to each faculty office area for seven hours daily when the College is in session. It is recognized that secretary absenteeism, due to illness and/or other emergencies is beyond the control of the Board and the Association.

Section 14: The Board shall continue to provide free parking facilities that are exclusively for faculty and staff use. The Board will furnish parking decals at no charge.

Section 15: Under no circumstances should a member be assigned in an area in which the member has no formal preparation. In occupational curriculums, formal preparation may also involve trade school and related work experience.

Section 16: Effective August 16, 1995, any faculty member who assumes a regular administrative position shall forfeit all rights and privileges as a faculty member.

This will not apply to a faculty member who accepts a temporary administrative position for up to one (1) year. This temporary time period may be extended by mutual consent due to unusual circumstances or events.

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 the member's professional competency. When a faculty member speaks, writes or endorses products or candidates as a citizen, the member 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 has full voting rights in all departments to which the member is assigned.

Section 19: It is understood and agreed that any new policies and/or regulations relating to salaries, hours and conditions of employment are 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 College, it may be necessary for the Board to implement such new policies and/or regulations prior to an 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: If any faculty member perceives any obviously unsafe or hazardous condition that endangers the health and safety of employees or students, the member shall notify the department chairperson in writing.

- (a) In case of injuries or emergency health conditions of students or faculty, the switchboard or the KCC emergency number shall be called.
- (b) The College switchboard shall be in operation from 7:30 a.m. to 7:30 p.m. from Monday through Friday and from 7:30 a.m. to 2:00 p.m. on Saturday. During hours when the switchboard is not in operation and KCC classes are held, the College phonemail system will be operational. The phonemail system will be set for all incoming trunk calls to be transferred to College security as deemed necessary by the caller. At a minimum, at the beginning of each semester, the board will notify each faculty member of the emergency extension number for contacting security.

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 constitute student advising, counseling, 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. This calendar shall be the basis for determining the faculty member's contract year.

- (a) Unless specified otherwise below, a faculty member's academic year shall be for 174 days on a standard academic year contract which begins four week days before the start of classes in the fall semester and ends on the day of spring commencement. Additionally, new faculty shall attend new faculty orientation for three days prior to the start of the fall or spring semester per Appendix "C".
- (b) Counseling and Learning Resource Center faculty shall be scheduled for a 174-day extended standard academic year in the period starting five week days prior to the first contractual day for faculty on a standard academic year contract and ending five week days following the spring commencement. The administration in the respective areas will endeavor to work out mutually satisfactory schedules, in consultation with the faculty members involved, to meet the needs of the students. Tentative schedules for subsequent years shall be developed by May 15 with said schedules being finalized no later than October 1 of the affected academic year. It is expressly understood that said faculty shall not be scheduled outside the standard academic year unless there is a demonstrated need.
- (c) Faculty may be scheduled for non-standard academic year contracts under the following conditions:
 - (1) Health Technology faculty needed to teach in addition to the standard academic year will teach under an academic year contract with an addendum paying them on a daily pro-rated basis for the number of instructional days required in the program.
 - (2) Faculty teaching a non-standard academic year (number of approved contractual days) in Health Technology programs will be given an academic year contract with benefits as described in the master agreement.
 - (3) Faculty not teaching the full number of days in the academic year calendar will have fringe benefits pro-rated except the insurance programs which will

be provided in full.

- (4) Counselors may be hired for a 174-day non-standard academic year contract from January 1 through August 15 with the additional days (to make 174) scheduled in August and/or December of the current contract year. An additional counselor may be hired for a non-standard academic year contract from August 16 through January 8 and April 14 through August 15 with additional days (to make 174) scheduled in January and/or April of the current contract year. If a graduate school selected by said faculty member requires starting or ending dates which conflict with the faculty member's non-standard academic year, the Board is willing to adjust these dates up to two weeks and/or make other efforts to assist in satisfactory scheduling.
- (5) Faculty employed on a non-standard academic year contract from January 1 through August 15 may be required to begin their assignment five week days prior to the first contractual day of the spring semester for faculty on a standard academic year contract.

Counselors employed prior to January 1, 1988 will remain on their individual contracts.

- (6) Industrial Trades faculty shall be assigned to a 225 days non-standard academic year contract. In August of each year, the Administration will endeavor to work out mutually satisfactory schedules with the involved faculty.
- (7) Future programs approved by the Board which necessitate the hiring of faculty on a non-standard academic year contract will be discussed with the Association.

Section 23:

- (a) In the event of an enrollment decrease, or a decline in credit hours generated within an area(s) of responsibility, or a program change which affects an area(s) of responsibility, or a change in financial conditions, the Board may find it necessary to adjust assignments and decrease staffing.

The Board may cause the appropriate and necessary number of faculty to be placed on layoff. Within any area(s) of responsibility in which a reduction is necessary, the following order will be used:

- (1) Adjunct faculty.
- (2) Probationary faculty in inverse order of seniority.
- (3) Tenured faculty in inverse order of seniority.

Any faculty member who has been reduced under the procedures above may exercise their seniority rights by displacing a faculty member within the affected area(s) of responsibility who has less seniority, provided the more senior member is qualified for the position.

- (b) A faculty member placed on layoff shall be recalled to the first vacancy, in their former area(s) of responsibility, according to seniority.

(1) Such appointment shall not result in loss of status or credit for previous years of

experience.

- (2) If a full-time position is not available, the Board will give the member the opportunity to accept available part-time assignments for which the member may be qualified. Remuneration would be determined on a pro rata basis. Fringe benefits will be provided on a pro rata basis for those employed half-time or more.
- (c) A faculty member on layoff may refuse recall to a position(s) that is not equivalent to their last position and retain all recall rights until such equivalent position is offered or seniority is otherwise terminated according to Article VI, Section 1.

Article VI

Seniority, Vacancies and Transfers

Section 1:

- (a) Seniority for a faculty member shall begin on the first day of employment in a permanent regular bargaining unit position.
- (b) Seniority shall terminate when:
 - (1) the faculty member resigns.
 - (2) the faculty member dies.
 - (3) the faculty member is discharged for cause.
 - (4) the faculty member fails to complete the probationary period.
 - (5) the faculty member remains on lay off for more than four (4) calendar years.
 - (6) the faculty member accepts a permanent administrative position.

Administrative staff employed before July 1, 1995 shall retain bargaining unit seniority rights notwithstanding (6) above.

- (c) A seniority list shall be provided annually to the Association upon request.

Section 2: Notice of any full-time or regular part-time administrative position or faculty position shall be posted on the faculty bulletin board in the mail room and shall be given to the Association President for distribution of the information to the faculty five business days before the request is advertised externally. In the event the opening arises during the summer (May 15 to August 1 of each year), the information will be mailed to the Association president at their home address ten (10) business days before the position is advertised externally. Faculty members interested in the position(s) shall have five (5) business days after the posting or notification to the Association President to apply for the position to the College personnel office. 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 applications from within the College, for faculty or administrative positions shall be reviewed. A determination will be made by the Administration as to whether the search process will remain internal or be extended outside of the College and the internal applicants will be advised of the status of the search process prior to public advertisement of the position.

If, among those applying for a faculty vacancy, the qualifications of two (2) or more applicants (external or internal) are relatively equal, preferential consideration will be given to the present bargaining unit members possessing such qualifications on the basis of seniority.

In all cases the administration shall make the sole decision as to which applicant best meets the

needs of the College for the position.

The present faculty members who have been denied the appointment to the positions for which they applied will be so advised in writing.

A faculty member who bids on and is appointed to a regular position in a new area(s) of responsibility shall be subject to a one (1) year evaluation that shall include academic knowledge and understanding in the new area(s) of responsibility. If the evaluation is unsatisfactory, the faculty member shall return to the member's previous area(s) of responsibility.

The Administration may post and fill the vacancy created by a current faculty member transferring to a new area(s) of responsibility in accordance with above on a temporary basis for no longer than one (1) year.

Section 3:

- (a) Area(s) of responsibility are identified in Appendix E.
- (b) A faculty member assigned to an area(s) of responsibility shall have "bumping" rights within only those area(s) of responsibility.
- (c) A faculty member may volunteer, with administrative consent, to teach in an area(s) of responsibility to which the member has not previously been assigned under either of the following conditions:
 - (1) The faculty member is unable to acquire a full academic "load" within the member's identified area(s) of responsibility and the member is qualified to teach in the area(s) of responsibility requested; or
 - (2) The faculty member is willing to teach in another area(s) of responsibility for which the member is qualified to make available class "load" for a less senior member.

If a faculty member volunteers to teach in an area(s) of responsibility under either of the above two (2) conditions, the member does not acquire the new area(s) of responsibility with "bumping" rights as defined in (b) above.

Section 4: In the event the Board creates a new full-time or regular part-time administrative or faculty position, the College President shall inform the President of the Association of the new position at least five working days prior to the posting or public announcement. A copy of the proposed posting and a complete job description will be included in this information. In the case of an administrative position a job description will be provided to the KFA after the Hay position description and evaluation process is completed.

Article VII

LEAVES OF ABSENCE

Section 1: Each regular full-time faculty member, during their period of appointment, shall accumulate sick leave at the rate of one (1) day per month to be used in case of personal illness or quarantine or the serious illness of the current spouse or child living in the same household. On the last pay date of the appointment year any unpaid sick days not reimbursed for lack of accumulation at the time of occurrence shall be reimbursed to the extent available through subsequent accumulation. 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

accumulation shall be two hundred twelve (212) days.

- (a) A faculty member who holds an appointment 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 Worker's Disability Compensation Law shall receive from the employer the difference between what the member 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.

Section 2: Leave, not to exceed three (3) calendar days with pay, will be allowed for each death in the immediate family or household. Family is defined as father, mother, parent-in-law, sibling, sibling-in-law, step-child, adopted child, child or then-current spouse. One (1) calendar day with pay shall be allowed for the death of an aunt, uncle, grandparent, grandchild, niece or nephew.

- (a) A faculty member may request from the President or designee additional leave.
- (b) Such bereavement shall not be counted against sick leave.

Section 3: A faculty member will be granted up to five (5) days leave with pay to be deducted from sick leave to attend to the illness of grandparents, parents, parents-in-law, siblings, siblings-in-law, or children-in-law who are living in the faculty member's household.

Section 4: From one (1) to four (4) days per year may be used for business or legal transactions, counseling or diagnostic services, or personal circumstances that cannot be attended to outside the normal working day. The request must be made on the proper form and be submitted to the Vice President for Instruction for approval at least two (2) days in advance of the date the leave is to be used. A copy of the request must be submitted to the appropriate Chairperson at the same time. A verbal request will be considered if the emergency is of a nature to make the advance request impossible, but must be reduced in writing upon return to work. If the above requested days are disallowed, the individual may elect to utilize them without pay.

Section 5: A faculty member shall be excused from work for jury service or if the member is subpoenaed as a witness by anyone empowered by law to compel attendance by subpoena. The faculty member's immediate supervisor shall be notified of the jury summons or subpoena as soon after receipt as practicable, and a request for leave shall be made on the proper form. Such faculty member shall be paid the difference between the member's regular pay and the fee the member receives for acting as a juror or witness. Such leave shall not be deducted from any other leave covered in this agreement.

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 up to one (1) year for the purpose of travel or study in pursuit of wider knowledge and greater skills in the member's teaching position. The faculty member shall be paid one-half (1/2) of what the member normally would have received as base salary during the period the member is on leave, provided the member 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 for each semester of leave granted or refund the salary while on such leave. No more than three (3) 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. Faculty desiring to extend their sabbatical leave may make such requests to the President of the College at least three (3) months in advance of the anticipated start of the desired extension 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 reasonable representation at 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, calculated by multiplying one hundred thirty-nine dollars and thirty cents (\$139.30) times the number of full-time faculty, will be allocated, distributed and managed as per past practice. All faculty travel beginning with the period August 16th and continuing through August 15th of the year following shall be considered for distribution of excess travel funds.

Section 8: Upon application, a leave of absence of one (1) year may be granted to any tenured faculty member for the purpose of advanced study. The Board may extend such leave an additional one (1) year upon request. Upon return from such a leave, the faculty member shall be placed at the position on the salary schedule that the member would have been placed had the member taught at the College during such period.

Section 9: Upon application for exchange teacher positions under either national or international programs, leave may be granted to tenured 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 the member would have been had the member taught at the College during such period. Sick leave credits 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.

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 the member's College responsibilities.

Section 11: Upon application, a leave of absence of up to one (1) year shall be granted to any faculty member 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 member 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. The member may request an extension of the leave of absence if elected to the State Legislature or Congress.

Section 13: Maternity leave shall be granted upon request, with as much advance notice as practicable. The employer reserves the right to request a physician's certification that the employee is physically capable of performing the duties to which the employee is assigned until the time of leave and upon return from leave. Such leave shall be granted without pay or increment for a period not to exceed two (2) semesters beyond the date on which the leave became effective. Upon request, the Board may extend such leave. All or any portion of a maternity leave may, at the

faculty member's option, be charged to her available sick 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 President of intent to apply for such leave is made by April 1 for the ensuing academic year. Any period so served shall be treated as time taught for the purpose of 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.

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 leave 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 member 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.

Section 20: Two (2) days leave per year with pay shall be available to the Association for use by faculty who are officers or representatives of the Association. Notification of use shall be submitted in writing one week in advance of the leave. As in past practice, the Board may request a follow-up report of the activity.

Section 21: The College Family and Medical Leave Policy, as adopted March 15, 1994, shall govern the granting of leaves covered under the Family and Medical Leave Act.

Article VIII

PROFESSIONAL IMPROVEMENT

Section 1: Faculty members are eligible to apply for grants toward the 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 Kellogg Community College sponsored class they desire so long as there is no conflict with their own assignment.

Section 3: Faculty members' present spouses and dependent children, as defined by the Internal Revenue Service, are to be granted tuition-free entrance to any Kellogg Community College sponsored class. Standard registration procedures are to be followed.

Section 4: In order to support continuous professional growth, both the Association and the Administration recognize the importance of a formative evaluation process. In order to promote this process, each faculty member will annually develop a professional growth plan. This plan is not limited to but shall include (1) a summary of the member's professional activities and roles; (2) a

self assessment of current skills and knowledge; (3) personal goals for professional development; and (4) estimates of resources needed to achieve the stated goals. The plan is to be submitted to the appropriate department chair by June 30 of each year. Said plan is to be for the personal professional growth of the individual member and is not to be used as a basis for any discipline of the individual member.

Student evaluation feedback for the exclusive personal use of the individual member shall be included in a professional growth plan at least once every three (3) years for tenured faculty. The purpose of the student evaluation is to offer feedback which will assist the faculty member in improving instruction.

Article IX

INSURANCE

Section 1: The Board will provide MESSA SuperCare I, or another mutually agreed equivalent, for each faculty member and dependent coverage for immediate family (spouse and dependent children under age 25) from the date of enrollment. It shall be the responsibility of the faculty member to comply with the enrollment dates established by the company and inform the Board with appropriate forms of any changes in the member's insurance status.

The medical coverage shall be for a full twelve months and shall be effective for the life of this Agreement or through the last month of active employment for faculty terminating prior to the end of the contract year. 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.

Faculty members not electing health insurance coverage through the College shall receive an amount equal to the MESSA SuperCare I single subscriber cost to pay to any tax shelter which satisfies IRS regulations and/or to purchase MESSA/MEA Financial Services Association nontaxable options. An open enrollment period shall be provided each year. Once the change has been submitted it cannot be revoked until the next open enrollment change period.

Section 2: The Board will provide a dental plan with family coverage and \$1200 orthodontic rider.

Section 3: A group life insurance policy shall be furnished each permanent faculty member with a face value equal to one and one-half (1.5) the faculty member's annual base salary rounded to next highest \$100 (unless already a multiple of \$100). 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) To fulfill the above, the employer shall not be required to duplicate any other coverage resulting from other benefits provided herein.
- (b) Upon being hired, a faculty member shall be permitted to purchase supplementary life insurance with a face value up to one and one-half (1.5) times the faculty member's annual base salary rounded to the nearest \$100 under the master policy. See Memorandum B for the rates which apply.
- (c) 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.

Section 4: The Board will provide a Long-Term Disability Plan to include:

- (a) Sixty percent (60%) of monthly earnings to a maximum of four thousand dollars (\$4,000) per month.
- (b) Ninety (90) day waiting period for benefits.
- (c) Coverage not to extend beyond age 65.

Section 5: The Board will 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.

Section 6: The Board will provide each member with MESSA VSP-3 (Vision Service Plan-3).

Section 7:

- (a) The Board shall pay one hundred percent (100%) of the MESSA-PAK premium during 1995-96.
- (b) During 1996-97 the Board shall pay MESSA-PAK premium increases up to one hundred eighteen percent (118%) of the premium for the previous contractual year with the excess paid by the faculty member.

Article X

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 or as amended by law.

Section 2: Upon retirement under the provisions of the State Retirement Act, a full-time faculty member who is eligible to begin drawing annuity immediately and chooses to do so shall be paid at their last annual rate based upon a two hundred (200) day year for each accumulated sick leave day up to one hundred (100) days. If the member returns to the College for employment, for any reason, the Board will not be responsible for these benefits a second time. The faculty member must have been an employee of the College 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.

Section 3: The Board agrees to continue to provide payment of the faculty member's contribution to the Michigan Public School Employees Retirement Fund.

Section 4: Voluntary Retirement Program

- (a) A member who gives formal written notice of retirement to the Board of Trustees at least six (6) months prior to their retirement date shall be eligible for a retirement supplement to acquire additional years of service credit. Eligibility is subject to the following:
 - (1) The member must be eligible for and choose to begin drawing a retirement annuity from the Michigan Public Schools Employees Retirement System (MPERS) immediately upon leaving the employment of Kellogg Community College.

- (2) The member must have been an employee of Kellogg Community College for a period of fifteen (15) consecutive years immediately preceding the announced retirement date.
 - (3) Each member who selects the retirement supplement shall be treated as a resignation and shall not be eligible for any benefits or employment rights including Unemployment Compensation except those expressly provided herein.
 - (4) Any member who has applied for this retirement supplement must be actively employed on regular status on the effective date of the employee's retirement.
 - (5) A member retiring under the provisions of this section shall complete the Supplemental Retirement Application form at least six (6) months prior to the beginning date of retirement.
- (b) The Board shall remit a sum of money to the eligible employee according to the following years of Kellogg Community College service schedule:

At least fifteen (15) but less than eighteen (18)	\$ 3,000
At least eighteen (18) but less than twenty-one (21)	6,000
At least twenty-one (21) but less than twenty-three (23)	9,000
At least twenty-three (23) but less than twenty-five (25)	12,000
At least twenty-five (25)	15,000

or

The Board shall remit a sum of money either to MPSERS, in the name of the eligible employee; or, upon submission of written documentation of prior purchase, to the eligible employee. Said payment shall be made according to the following schedule:

Purchase of one (1) year of service credit	\$ 3,000
Purchase of two (2) years of service credit	6,000
Purchase of three (3) years of service credit	9,000
Purchase of four (4) years of service credit	12,000
Purchase of five (5) years of service credit	15,000

The additional money needed to purchase one (1) or more years of credit shall be the sole responsibility of the employee.

- (c) Approved unpaid leaves of absence granted in accordance with Article VII, Section 8, 9, 10, 11, 12, 13, 14, 15, shall be credited toward consecutive years of employment but will not count toward the required fifteen (15) years of service to the College. Persons granted leave in accordance with Article VII, Section 6 shall be credited with consecutive years of employment and such leave will be credited toward the fifteen (15) years of service to the College.
- (d) In the event of the employee's death after submitting the notice of retirement but prior to the actual retirement date, the amount of money due to the employee shall be paid to the designated beneficiary by the method designated in (b) above.

Article XI

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 I 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, they shall first informally discuss the grievance with their department chairman or the appropriate administrator.

Section 3: If, as a 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, stating the facts upon which it is based, when they occurred, and specifying the section(s) of the contract which allegedly has been violated. The grievance must be signed by the faculty member, group of faculty members or the Association representative filing the grievance and must be presented to the appropriate department chairman and/or dean within whose jurisdiction it arose within thirty (30) days following the event upon which the grievance is based. The department chairman or dean shall give a written decision, with the reasons therefore, to the aggrieved faculty member, if any, and the Association representative within five (5) school days following the date upon which the grievance was received.

Section 5: SECOND STEP. If the faculty member, group of faculty members, or the Association representative is dissatisfied with the written First Step answer and wishes to appeal such decision, the member must, on the member's own behalf or through the Association, appeal the decision in writing. The appealing party must submit a copy of all preceding written statements of the grievance and of decisions of previous authorities directly involved in the First Step. The appeal is to be made to the President or designee within five (5) school days after receipt of the First Step answer. The President and/or designee shall meet with the aggrieved faculty member, or faculty members, if any, and/or the Association representative within five (5) school days after receipt of the notice of appeal to discuss the grievance. 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 President or designee shall give a written decision with respect to the grievance, with the reasons therefore, to the aggrieved faculty member, if any, Association representative, department chairman and the dean involved within five (5) school days after such hearing.

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 President, in writing, of the intent to enlist the services of a mediator from the Michigan Employment Relations Commission. Within ten (10) school days after receipt of such written intent by the President, the Association representative and permanent staff representative(s) shall meet with a state mediator and a committee designated by the President 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 therefore to the aggrieved faculty member, or group of faculty members, if any, the Association representative and permanent staff representative and the President, department chairperson, 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, within five (5) school days after receipt of the Board's Third Step decision, advise the President, in writing, of the desire to appeal the matter to the Board of Trustees. The President shall promptly forward a copy of the grievance and all previous decisions to the Chairman 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 to consider the grievance. The decision of the Board or its designated committee, with its reasons, shall be communicated in writing to the aggrieved faculty member, group of faculty members or Association representative and permanent staff representative, the President, department chairperson and dean involved within five (5) school days following 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 Sections 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 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 in accordance with prevailing applicable law.

Section 11: No ruling or adjustment shall be contrary to any provisions of this agreement.

Section 12: It is agreed that the denial of tenure to a faculty member shall not be proper subject for the grievance procedure.

Section 13: 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 the least number) of the involved faculty members have scheduled classes. If it is not possible to schedule a hearing or conference at a time when 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:

- (a) Prior to such meeting, the faculty member instructs the scheduled class(es) 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 of 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 the member 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,

provided that either the Association or the Board may have two (2) College associated witnesses without mutual consent.

Section 14: If the grievant wishes to discuss the grievance with a supervisor, the grievant is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior 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.

Section 15: Except through mutual agreement by the parties involved, any agreement or judgment reached through the grievance procedure must be implemented within fifteen (15) calendar days.

Section 16: Time limits given as school days shall be pro-rated on the basis of seven (7) calendar days for each five (5) school days between the completion of winter semester and the commencement of fall semester.

Article XII

TENURE

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

Section 2: Probationary Period.

- (a) New faculty members shall be on probationary status according to the following:
 - (1) Full-time faculty members shall be on probation during the first three (3) years of full-time regular employment, or
 - (2) Less than full-time faculty members shall be on probationary status for up to six (6) semesters within a maximum five (5) year period. Said semesters may not necessarily be consecutive. The five (5) year maximum may be extended with approved leave(s) of absence.
- (b) Faculty members may be tenured in the following categories:
 - (1) teacher
 - (2) counselor
 - (3) librarian
- (c) No faculty member shall be required to serve more than one (1) probationary period in this institution except as defined below.
 - (1) A faculty member changing from one tenure category to another shall serve an additional four (4) semester probationary period with the possibility of an additional two (2) semesters with the approval of the parties. Approved leave(s) of absence could extend this probationary period.

If the member serving this additional probationary period is deemed unsatisfactory for tenure, then the affected member shall return to a position in the previous tenure category and in an area(s) of responsibility for which the member is qualified. In the event there is no vacancy, a less senior, if one exists, employee shall be placed on layoff.

- (2) Pursuant to Article VI, Section 2.
- (d) In the event that a faculty member had been granted tenure by another controlling board, the member may at the option of the Board be placed immediately on tenure, or at any time during the period described in (a).
 - (e) 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, sixty (60) days prior to the expiration of the member's existing contract or by March 15, whichever occurs first, with a definite written statement as to whether or not the member's work has been satisfactory. Probationary faculty instructing under a non-standard academic year contract will be notified in writing sixty (60) days prior to the expiration of their existing contract as to whether their 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 sixty (60) days before the close of the member's contract that their services will be discontinued.
 - (f) A faculty member employed for three (3) or more consecutive temporary appointments shall begin the probationary period at the beginning of the fourth (4th) temporary appointment.

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.
- (b) A faculty member may discontinue service with the Board prior to July 1 for the next academic year. After July 1, the faculty member may discontinue service only by mutual consent of the Board and faculty member.
- (c) Any faculty member on tenure who is laid off because of a necessary reduction in personnel shall be appointed to the first vacancy for which the member is qualified pursuant to Article V, Section 23.

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 sixty (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.

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 request of the 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.
 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, Tenure Commission 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 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, they may appeal said decision to any member of the Tenure Commission as provided below; the appeal must be made in writing within seven (7) days of the receipt of the Board's decision. The Tenure Commission shall provide for a hearing within ten (10) days from the date of the appeal. The hearing will be conducted as provided in Section 4(c) except the word "Board" will read "Tenure Commission" in Section 4(c) 1, 2, 6, 7.
1. Said Tenure 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 member selected from the community by the four (4) appointed members.
 2. The appointed members will be selected within thirty (30) days of faculty ratification of the Master Agreement. The Tenure Commission will be responsible for selecting a slate of probable candidates for the fifth position on the Tenure Commission.
 3. The Tenure Commission's decision shall be binding on both parties and shall be transmitted to the parties involved by registered letter within seven (7) days after the termination of the hearing.
 4. The Board of Trustees and the Kellogg Faculty Association will equally share the following expenses encumbered by the Tenure Commission:

- (a) Stenographer.
- (b) Manuscript costs up to a maximum of seven.
- (c) Transportation, meals and lodging of the fifth (5th) person if necessary.

Section 5: Faculty members previously granted tenure by the College Board shall have tenure under this article.

Article XIII

PROFESSIONAL COMPENSATION

Section 1: Present faculty members will advance one (1) step on the salary schedule for each future year of experience until such time as they will reach the top of their appropriate level. Faculty members who begin work after January 1, 1988, 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 total of ten (10) years credit.

Section 2: A faculty member employed an additional number of days outside of a standard academic year, extended standard academic year, nonstandard academic year, excluding faculty teaching on the overload basis during the interim and summer sessions, will be compensated at a daily rate equivalent to the member's basic annual salary divided by the number of days in the standard academic year.

Section 3: 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 (T.S.A.) contracts shall be available to all Internal Revenue Service qualified plans which are able to fit within the payroll deduction system,
- (e) United Fund, and
- (f) Such others as mutually agreed upon by the Association and the Board.

Section 4: The Salary of each faculty member shall be paid on a bi-weekly nineteen (19) pay period basis, however, a faculty member may elect to have their pay distributed on a bi-weekly twenty-six (26) pay period basis over the contract year. Faculty members who work in addition to the normal academic year shall be paid in bi-weekly periods over the period worked.

Section 5: Salary checks will be placed in the faculty member's mailbox by Business Office personnel unless otherwise mutually arranged by the Business Office and the faculty member(s) involved. Any salary check missing from a mailbox will be replaced within one (1) banking day after the Business Office is notified of the loss.

Article XIV

GENERAL

Section 1: All examinations required by the Board shall be at no expense to the faculty member.

Section 2: The faculty role concerning the selection of textbooks shall remain as it was prior to the execution of this agreement.

Section 3: 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 4: 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 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 5: If any provision of this agreement or any application of the agreement to an 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 6: 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 7: 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 I of this agreement.

Section 8: The Association shall have the opportunity to discuss with the Board its position on contemplated millage questions before the final millage requests are set.

Section 9: 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 standard.

Section 10: The final decision-making authority and responsibility of the above section is vested in the Board.

Section 11: The Board and Association agree that it is in their best interest to have a continuing dialogue between the president's council and the KFA Executive Board and five (5) additional association representatives on issues that each wishes to discuss. To accomplish this the parties agree to meet at least once during the months of October, November, February, and March. The agenda will be developed and submitted on an alternating basis by the College and the KFA seven (7) days prior to the meeting date. Should an agenda not be submitted by the calling party, the alternate party may call the meeting and develop the agenda. The KFA shall be responsible for the October meeting during the odd numbered years. The administration shall be responsible for the October meeting during the even numbered years.

Section 12: The Board and the Association shall continue to cooperate in an attempt to improve evaluation procedures.

Section 13: Neither the employer nor the Association shall discriminate against any person on the basis of sex, creed, religion, color, national origin, veteran status, or physical or mental disability in violation of any applicable federal, state or local law or regulation. Discrimination on the basis of physical and mental disability shall be deemed to include the failure to make or agree to reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability.

Section 14: The parties agree that DIAL is in a developmental stage. Elements of the project that are proper subjects of negotiation shall be negotiated on an on-going basis as the project develops.

Section 15: The parties shall initiate negotiations for the purpose of entering into a successor Agreement during April of the year in which the agreement expires.

At least thirty (30) days prior to the beginning of negotiations, the parties' negotiating teams shall receive training in "Win-Win" or other such similar negotiations techniques. The cost of such training shall be borne by the Administration.


Article XV

DURATION OF AGREEMENT


This agreement shall be effective as of the 16th day of August, 1995, and the terms and provisions thereof shall remain in full force and effect through the 15th day of August, 1997.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Battle Creek, Michigan on the 17th day of January, 1995.

KELLOGG FACULTY ASSOCIATION

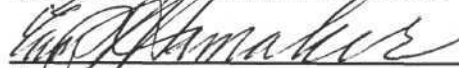


Kenneth Weimer
President



Karlyn Frederick
Chief Negotiator

BOARD OF TRUSTEES
KELLOGG COMMUNITY COLLEGE



Eugene Hamaker
Chairman



Philip R. Carey
Chief Negotiator

APPENDIX A

For the 1995-96 contract all economic items in Appendix A shall be increased by three percent (3%).

For the 1996-97 contract all economic items in Appendix A shall be increased by three percent (3%).

Section 1:

(a) Faculty Salary Schedule for 1995-96.

Step	Non Degree	BA	MA	MA + 30	MA + 60
0	24,960	28,023	30,713	31,994	33,264
1	26,169	29,624	32,591	33,874	35,153
2	27,455	31,307	34,574	35,868	37,156
3	28,760	33,016	36,580	37,878	39,180
4	30,077	34,745	38,615	39,924	41,233
5	31,415	36,495	40,671	41,991	43,309
6	32,755	38,269	42,759	44,090	45,416
7	34,139	40,066	44,873	46,210	47,549
8	35,528	41,886	47,013	48,363	49,709
9	36,936	43,731	49,186	50,537	51,917
10	38,356	45,599	51,382	52,750	54,113
11	39,797	47,496	53,603	54,978	56,356
12	xxxxxx	xxxxxx	56,119	57,512	58,900

Annual Longevity Payment

13th Thru 19th year	\$544.00
20th Year and Over	\$816.00

(b) Faculty Salary Schedule for 1996-97

Step	Non Degree	BA	MA	MA + 30	MA + 60
0	25,709	28,864	31,634	32,954	34,262
1	26,954	30,513	33,569	34,890	36,208
2	28,279	32,246	35,611	36,944	38,271
3	29,623	34,006	37,677	39,014	40,355
4	30,979	35,787	39,773	41,122	42,470
5	32,357	37,590	41,891	43,251	44,608
6	33,738	39,417	44,042	45,413	46,778
7	35,163	41,268	46,219	47,596	48,975
8	36,594	43,143	48,423	49,814	51,200
9	38,044	45,043	50,662	52,053	53,475
10	39,507	46,967	52,923	54,333	55,736
11	40,991	48,921	55,211	56,627	58,047
12	xxxxxx	xxxxxx	57,803	59,237	60,667

Annual Longevity Payment

13th Thru 19th Year	\$560.00
20th Year and Over	\$840.00

Section 2: Course Work

The Board shall pay the tuition costs, fees and required books costs for faculty members for completed courses related to their area(s) of responsibility or approved in advance by the Board. An Intent to Register form shall be completed prior to enrollment in the course(s) and documentation of costs and completion will precede payment. A faculty member on a leave(s) of absence is ineligible for this benefit.

Section 3:

(a) Overload and Summer School Pay

<u>Year</u>	<u>Per Semester Contact Hour</u>
1995-96	\$540
1996-97	\$556

(b) Industrial Trades Pay:

<u>Year</u>	<u>Hourly Rate</u>
1995-96	\$19.91
1996-97	\$20.51

(c) Contract/Customized Training Pay:

Overload compensation for business and industry/customized training will be paid according to past practice.

Section 4: Off-Campus Teaching Travel Support

- (a) The faculty member may provide their own transportation and be compensated for the round trip distance between the College and the off-campus teaching site if the trip requires the travel of that distance. The rate of reimbursement per mile shall be twenty-nine and one-half cents (\$.295) for 1995-96 and thirty and one-half cents (\$.305) for 1996-97.
- (b) For off-campus teaching, the faculty member will receive an amount equal to one-half (1/2) (pro-rated 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 guidelines.

Section 5:

- (a) The College will pay a mileage reimbursement rate of twenty-nine and one-half cents (\$.295) for the 1995-96 contract year and thirty and one half cents (\$.305) for the 1996-97 contract year to those Health Technology faculty members who are required by their positions to travel by car from the College to their off-campus teaching sites, excluding those faculty teaching at Battle Creek Health Systems hospital sites.
1. Faculty teaching at clinical sites other than Leila and Community Hospitals will be compensated for the round trip distance between the College and the off-campus teaching site.

2. Faculty supervising students in varied clinical sites will submit a mileage (trip) record to the designated administrator every two weeks.

Section 6:

- (a) Clinical assistants shall be paid using the following two-tier rate:

<u>Assignment</u>	<u>Year</u>	<u>Salary Per Week</u>
Tier 1	1995-96	\$349.00
	1996-97	\$359.00
Tier 2	1995-96	\$424.00
	1996-97	\$437.00

Fringe benefits provided by the Board are limited to payments for the Michigan Retirement Plan.

- (b) The Tier 1 assignments for clinical assistants are based upon sixteen (16) hours per week of clinical instruction and the accompanying preparation and support activities in the following:

Dental Hygiene 10, 11, 21, 31, 41 Clinical Dental Hygiene
 Nursing 05, Nurse Aide
 Nursing 10, Fundamentals of Nursing (on-campus lab portion)
 Medical Laboratory Technician 14 and 26, Coordinated Clinical Practicum
 Operating Room Experience - ADN and LPN
 Physical Therapist Assistant 10, Fundamentals of PTA
 Physical Therapist Assistant 14, Physical Therapy Techniques
 Physical Therapist Assistant 16, Functional Anatomy
 Physical Therapist Assistant 19, Therapeutic Exercise
 Radiography 10, Fundamentals of Radiography
 Emergency Medical Technician 110, Medical First Responder Lab
 Emergency Medical Technician 120A, 120B, 120C, Basic EMT Lab
 Emergency Medical Technician 166, Cardiology Lab
 Emergency Medical Technician 167A, 167B, Advanced EMT Lab I & II
 Emergency Medical Technician 168, Clinical Practicum

- (c) The Tier 2 assignments for clinical assistants are based upon sixteen (16) hours per week of clinical instruction and the accompanying preparation and support activities in the following:

Nursing 10, Fundamentals of Nursing (Clinical Lab Portion)

Nursing 30, 50, and 55, Medical Surgical Nursing

Nursing 40, Obstetric Nursing

Nursing 42, Pediatric Nursing

Nursing 45, Mental Health Nursing

Nursing 61 and 63, Nursing Concepts

Practical Nursing 09, Foundations of Practical Nursing

Practical Nursing 10 and 12, Medical Surgical Nursing

Practical Nursing 11, Maternal and Child Health

Section 7: Faculty members engaged in independent study techniques of instruction based upon approved learning contracts with individual students shall be compensated at the following rates:

<u>Year</u>	<u>Per Credit Hour Generated</u>
1995-96	\$35.97
1996-97	\$37.05

The maximum number of learning contracts to be approved per instructor shall not normally exceed four (4) per semester. The participation of faculty members in independent study techniques of instruction is voluntary.

Section 8: A faculty member engaged in course instruction based wholly upon directed group study techniques will work with a small group of students through an outline of activities which places significant responsibility upon the students for managing their own learning. The outline of activities shall be approved by the immediate supervisor prior to the initiation of instruction. The faculty member shall devote a minimum of one-half (1/2) the course contact hours to directing and guiding the learning in scheduled meetings. The number of contact hours credited to the faculty member's workload or the overload compensation paid shall be one-half (1/2) that which is normal to the course. The participation of faculty members in directed group study techniques of instruction is voluntary.

APPENDIX B

Athletics

Coaches of intercollegiate athletics shall be paid in accordance with a formula based upon sport units.

Formula:

Number of Playing Dates and/or Tournaments + Length of Season in Weeks = Sport Units (Subject to Conference Schedule Change).

		<u>1995-97</u>
Salary per Sport Unit		\$112.00
<u>Sport</u>	<u>Sport Units</u>	
Women's Volleyball	30	\$ 3,368
Men's Basketball	41	4,603
Women's Basketball	41	4,603
Swimming	30	3,368
Women's Softball	28	3,144
Men's Baseball	35	3,929
Men's Golf	21	2,352
Athletic Director: three hours at the overload pay rate plus the following per semester:		596
Assistant Coaches: 35% of corresponding coach's stipend		
<u>Other Activities:</u>		
Chaperone		46
Concert Band Director		1,125
Instrumental Director		1,688
Intramural Coordinator		3,112
News Bulletin		2,383
Literary Publication		1,688
Vocal Director		1,688
Eclectic Chorale Director		1,688
Theatrical Coordinator		1,688
Play Director (per production)		
1) Musical		1,956
2) Drama		1,325
3) Children's Theater		1,125
4) Reader's Theater		563
Art Exhibit Director		1,125
Assistant Play Directors: 35% of corresponding director's stipend		
Student Association/Student Activities Position		1,688

APPENDIX C

ACADEMIC CALENDAR 1995-96/1996-97

Date(s)

August 17, 18, 21
August 22
August 23, 24
August 25
August 28
September 4
September 5
September 8
September 11
September 11
October 23
November 23, 24, 25
December 14
December 14
December 16
December 20
December 22

Fall Semester 1995

New Faculty Orientation
Faculty Returns/General Session
Faculty Preparation for Semester
Departmental Meetings/Faculty Prep for Semester
On-Campus Day/Evening Classes Begin
Labor Day Holiday
On-Campus Day/Evening Classes Resume
Weekend Classes Begin (Friday Evening)
Off-Campus Classes Begin
14-Week On-Campus Evening Classes Begin
Mid-Semester
Thanksgiving Holiday
14-Week Evening On-Campus Classes Conclude
Off Campus Classes Conclude
Weekend Classes Conclude
On Campus Classes Conclude
Final Grades due on or before 3:00 p.m.

Spring Semester 1996

January 8
January 9, 10, 11
January 12
January 15
January 16
January 26
January 29
January 29
March 11
April 1-6
April 8
April 12
May 4
May 9
May 9
May 13
May 15
May 16

Faculty Returns/Prep for Semester
Interim/General Session/Departmental Meetings
Faculty Preparation
Martin Luther King Day Holiday
On Campus Day/Evening Classes Begin
Weekend Classes Begin (Friday Evening)
14-Week On-Campus Evening Classes Begin
Off Campus Classes Begin
Mid-Semester
Spring Recess
Classes Resume
Weekend Classes Resume
Weekend Classes Conclude
14-Week Evening On-Campus Classes Conclude
Off Campus Classes Conclude
On Campus Classes Conclude
Final Grades Due on or before 3:00 p.m.
Commencement

Summer Sessions 1996

May 20
May 27
May 28
June 10
July 4
July 5
July 22
August 12

Start of Summer Term
Memorial Day Holiday
Scheduled Classes Resume
Regular Session Begin
Independence Day Holiday
Scheduled Classes Resume
Regular Session Concludes
Summer Session Concludes

Date(s)

August 14, 15, 16
August 19
August 20
August 21, 22
August 23
August 26
September 2
September 3
September 6
September 9
September 9
September 9
October 21
November 28, 19, 30
December 12
December 12
December 14
December 18
December 20

Fall Semester 1996

New Faculty Orientation
Faculty Returns/Preparation for Semester
General Session
Faculty Preparation for Semester
Departmental Meetings/Faculty Prep for Semester
On-Campus Day/Evening Classes Begin
Labor Day Holiday
On-Campus Day/Evening/ Classes Resume
Weekend Classes Begin (Friday Evening)
14-Week On-Campus Evening Classes Begin
Off Campus Evening Classes Begin
Mid-Semester
Thanksgiving Holiday
Off Campus Classes Conclude
14-Week Evening On-Campus Classes Conclude
Weekend Classes Conclude
On-Campus Classes Conclude
Final Grades due on or before 3:00 p.m.

Spring Semester 1997

January 6
January 7, 8, 9
January 10
January 13
January 20
January 24
January 27
January 27
March 10
March 28
April 7-11
April 14
April 18
May 3
May 8
May 8
May 13
May 14
May 15

Faculty Returns/ Prep for Semester
Interim /General Session/Departmental Meetings
Faculty Preparation
On Campus Classes Begin
Martin Luther King Holiday
Weekend Classes Begin (Friday Evening)
14-Week On-Campus Evening Classes Begin
Off Campus Classes Begin
Mid-Semester
Good Friday/Easter Holiday
Spring Recess
Classes Resume
Weekend Classes Resume
Weekend Classes Conclude
14-Week On-Campus Evening Classes Conclude
Off Campus Classes Conclude
On Campus Classes Conclude
Final Grades Due on or before 3:00 p.m.
Commencement

Summer Sessions 1997

May 19
May 26
May 27
June 9
July 4
July 7
July 18
August 11

Start of Summer Term
Memorial Day Holiday
Scheduled Classes Resume
Regular Session Begins
Independence Day Holiday
Scheduled Classes Resume
Regular Session Concludes
Summer Session Concludes

APPENDIX D
KELLOGG COMMUNITY COLLEGE
GRIEVANCE REPORT

(Complete four copies)

Submitted to:

Name(s) of grievant:

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 fairly represent them, the full facts must be available to the Association. Therefore, the grievant consents to the Association seeing their personnel file.
2. The following will be recorded as endorsement 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.

APPENDIX E

AREA(S) OF RESPONSIBILITY

Accounting	Industrial Trades—Machine Trades
Art	Industrial Trades Manufacturing Technology
Astronomy	Industrial Trades—Millwright
Biology	Industrial Trades—Pipefitting
Broadcast Communications	Industrial Trades—Production Technology
Business Administration	Industrial Trades—Welding
Chemistry	Journalism
Communications	Legal Assisting
Computer Engineering Technology (Electronics)	Librarian
Computer Information Systems	Mathematics
Counseling	Medical Laboratory Technolgy
Criminal Justice	Music
Dental Hygiene	Nursing
Drafting	Office Information Systems
Economics	Philosophy
Education	Physical Education Activity
Emergency Medical Technology	Physical Education Professional
English	Physical Therapy Assisting
Food Science Technology	Physics
Geography	Political Science
Hazardous Materials Technology	Production Graphics
Health and Physical Education	Psychology
History	Radiography
Human Services	Science
Humanities—Social Science	Social Science
Humanities—Visual and Performing Arts	Sociology
Industrial Trades—Electricity	Study Skills
Industrial Trades—HVAC	

MEMORANDUM A

Medical-surgical clinical nursing sections may be scheduled between 6:45 a.m. and 10:00 p.m., Monday through Friday, as follows:

Full-time faculty between 6:45 a.m. and 5:00 p.m.;

Clinical assistants between 6:45 a.m. and 10:00 p.m.

Faculty scheduled for these classes shall receive additional compensation, beyond that provided otherwise in the Agreement, for the time before 8:00 a.m. calculated as follows:

Full-time faculty - one-half (1/2) overload hour for every semester contact hour;

Clinical assistants - 0.5 times weekly salary from Appendix A, Section 6, for every semester contact hour.

The Association will make every effort to insure the availability of faculty to teach the medical-surgical clinical nursing sections pursuant to Article V, Section 5, Subsection (c). If any difficulties would arise securing sufficient faculty, then the Board and Association bargaining committees will immediately meet to review the provisions of this letter.

For the Board of Trustees
Robert F. Rimkus

Dated:
August 23, 1988

For the Kellogg Faculty Association
C. Robert Secrist

Dated:
August 23, 1988

MEMORANDUM B

PAYROLL DATES

The following is the schedule of Payroll Dates for 1995-96, 1996-97.

1995

July 7
July 21
August 4
August 18
September 1
September 15
September 29
October 13
October 27
November 10
November 24
December 8
December 22

1996

January 5
January 19
February 2
February 16
March 1
March 15
March 29
April 12
April 26
May 10
May 24
June 7
June 21

1996

July 5
July 19
August 2
August 16
August 30
September 13
September 27
October 11
October 25
November 8
November 22
December 6
December 20

1997

January 3
January 17
January 31
February 14
February 28
March 14
March 28
April 11
April 25
May 9
May 23
June 6
June 20



