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STATEMENT OF UNDERSTANDINGS

between the

JUNIOR COLLEGE DISTRICT OF JEFFERSON COLLEGE

and the

JEFFERSON COLLEGE FACULTY ASSOCIATION-NATIONAL EDUCATION ASSOCIATION

May 17, 2001

William P. McKenna June 12, 2001 Tom Maple
William P. McKenna Date Tom Maple
Board Administration Team Faculty Association Team

Approved: Jinda J. Schepers June 12, 2001 Sherry Armstrong
Board of Trustees Date Sherry Armstrong, Secretary
Board of Trustees

March 5, 2001
FAT Issue - Recognition of JCNEA (Association)

Points of Agreement:

Pursuant to Board Policy No. IV.009 "The Jefferson College National Education Association is recognized as the bargaining representative for full-time faculty on matters of salaries, terms and conditions of employment to the extent permitted by Missouri statutes." The Board has further directed the President of the College or his designee to develop a Statement of Understanding in a style format consistent with current Board policies and procedures.

The following is provided as clarification:

- The Board of Trustees agenda and pertinent public documents will be provided to the Association, through its President or designee, prior to Board meetings.
- Two (2) days leave will be available annually to no more than four (4) members of the JCNEA to participate in NEA conferences or related activities. Request for said leave will be submitted by the Executive Board of the Association to the Vice President of Academic Affairs no later than 30 days prior to the conference or related activity. As with all leave, it will be granted subject to approval of the appropriate supervisors (see Board Policy No. II .011.10). The supervisor in this instance would be the appropriate dean and the Vice President of Academic Affairs. No College expense will be incurred and all necessary arrangements within the division must be completed prior to approval of the leave request.
- During annual orientation, the Association activities may be listed in the schedule of activities provided the times do not conflict with scheduled College activities.
- Professional Development Days (formally referred to as in-service days) were negotiated as part of the Statement of Understandings in 1998, which states that the agenda "content should be mutually developed by faculty and administration." This is still the case. The Board does not wish to discriminate against any ideas brought forth which would enhance Faculty development. It was the intent of the BAT team in 1998 to utilize Professional Development Days for training in College-wide issues (e.g. Banner training, Gateway Consortium training, diversity, sexual harassment training, computer literacy, etc).
- The Board has recognized that the JCNEA (Association) and its members will not be discriminated against in the use of College campus facilities and equipment, provided such use is within existing Board policy and procedures. The Association may schedule use of campus buildings and facilities at reasonable time when such facilities are not otherwise in use. Authorized representatives of the Association are permitted to transact Association activities on College property, at reasonable times, provided the business of the College is not disrupted.
- The Board recognizes the Association to post official notices and other matters relating to the Association on College bulletin boards that are currently in use throughout the campus for such purposes. As with all notices, the Association must adhere to current policies regarding any application procedures. In order to facilitate continued good

relations, the Association may use the College campus mail, faculty mailboxes and e-mail for appropriate communications, provided such use does not conflict with current Board policy and procedures. Association minutes may also be placed on the e-mail bulletin board in the same manner as other internal organization minutes. The Board recognizes the uniqueness of the Association and cautions such use as it relates to Board Policy II-008.

- Since the Board has recognized the Association as the bargaining representative of the full time faculty in Board Policy IV-009, service on the Association FAT negotiating team and service on the Association Executive Board will qualify as Institutional Service for criteria for Professional Growth and Service of the Faculty Professional Development and Service System. The Association Executive Board members are limited, under this agreement, to those positions depicted under Article V, Section I of the Association Bylaws as of March 1, 2001, plus one at-large member from the ATS faculty. This totals 12 individuals. This will clarify the asterisk in the Board Procedures referring to the Statement of Understandings dated June 11, 1998.
- Each Board agenda provides time for public comment. The Association, as any group or citizen, may address the Board at that time. Current Board Policy (Section I-008) also has provisions for recognition of non-Board members to address the Board at any meeting.



Bill McKenna

March 5, 2001



Tom Maple

March 5, 2001
BAT's Issue – Mentoring Program

Points of Agreement:

1. The President of the College will appoint a committee to develop a "student mentoring" program as soon as possible after completion of the 2001 Statement of Understandings. The committee will consist of six members, three of which will come from a list of six full time faculty submitted to the President of the College by the President of the Association. All committee votes taken shall be recorded in the minutes and four votes are necessary for passage of any recommendation. The committee will select its own chair and vice chair at its first meeting to be called by the Dean of Extended and Non Traditional Learning.
2. The committee will report its student mentoring recommendations to the College President by September 15, 2001. The recommendations shall be forwarded to Cabinet and eventually to the Board of Trustees for any action. Once adopted the recommendations would be scheduled to begin with the Spring 2002 semester.
3. This program will be voluntary and any additional stipends are subject to Board of Trustees approval. This program does not take the place of any current mentoring programs now being utilized in the "criteria for professional growth and service."
4. Once student mentoring is in place, the President of the College will appoint a like committee, utilizing the same make-up, to convene and establish recommendations for a "faculty mentoring" plan, which should be completed by May 1, 2002 for Cabinet and Board of Trustees approval and implementation in the Fall 2002 semester.


Bill McKenna

March 5, 2001


Tom Maple