

STATEMENT OF UNDERSTANDINGS



between the

COMMUNITY COLLEGE DISTRICT OF
JEFFERSON COUNTY

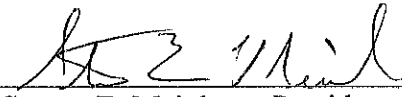
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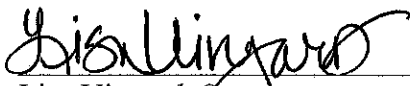
JEFFERSON COLLEGE
NATIONAL EDUCATION ASSOCIATION

BAT-FAT 2020-2021
Effective 2021-2024

	<u>5-24-2021</u>		<u>5-24-2021</u>
Daryl Gehbauer Board Administration Team	Date	Rebecca Ellison Faculty Association Team	Date

Approved:

	<u>6/10/2021</u>
Steven E. Meinberg, President Board of Trustees	Date

	<u>6-10-2021</u>
Lisa Vinyard, Secretary Board of Trustees	Date

BAT-FAT 2020-2021 Final Agreement

Duration of Agreement: July 1, 2021 to June 30, 2024

FAT Items:

1. Lower Insurance Costs

It was agreed that we share a common goal in trying to reduce the cost of insurance for our employees and their families. We are currently working with our insurance broker, JW Terrill, to determine the feasibility of an insurance consortium with at least two other community colleges, East Central and Mineral Area and have agreed to continue exploring the consortium, initially with non-medical lines of business as a test case-dental, vision, life insurance and Long Term Disability.

January 1, 2021, was the beginning of our third and final year of the current agreement with Cigna. As such, we will be going out to bid for our medical insurance to be effective January 1, 2022.

2. Academic Advising in Lieu of Committee Work

BAT and FAT agreed that a work group should be developed consisting of Student Services and Instruction to determine recommendations regarding the workload structure, the case management processes, the goals to measure success, and the appropriate level of training required to achieve that level of success in academic advising. The work group will convene in August, 2021, and will strive to make recommendations by February, 2022.

The recommendations will be proposed to the Association-Employer Council process to then determine the workload structure, the case management processes, the goals to measure success, and the appropriate level of training required to achieve that level of success in academic advising. The agreement will be memorialized as an MOU signed and dated by the parties and attached to the current CBA.

At least one of the faculty members on the work group will also be a member of the Association-Employer Council.

3. Increase Faculty Salary Levels to Where They Should be based on the Compensation Study

It was agreed to complete all adjustments recommended by the Compensation and Classification Study no later than FY23, which is consistent with the original 5-year adjustment period. Adjustments made during FY21 will leave the following remaining adjustments at the end of FY21:

- 20 or more years of service as of July 1, 2020: Increase to a salary that requires no more than a 2% increase to reach the proposed salary for the current grade/step
- 15-19 years of service: Increase to a salary that requires no more than a 3% increase to reach the proposed current grade/step

- 10-14 years of service: Increase to a salary that requires no more than a 4% increase to reach the proposed current grade/step
- 5-9 years of service: Increase to a salary that requires no more than a 5% increase to reach the proposed current grade/step
- 1-4 years of service: Increase to a salary that requires no more than a 6% increase to reach the proposed current grade/step
- Less than 1 year of service: Increase to a salary that requires no more than a 7% increase to reach the proposed current grade/step

Based on budgeted figures for FY22, we will be left with the remaining adjustments at the end of FY22

- 20 or more years of service as of July 1, 2020: Increase to a salary that requires no more than a 1% increase to reach the proposed salary for the current grade/step
- 15-19 years of service: Increase to a salary that requires no more than a 2% increase to reach the proposed current grade/step
- 10-14 years of service: Increase to a salary that requires no more than a 3% increase to reach the proposed current grade/step
- 5-9 years of service: Increase to a salary that requires no more than a 4% increase to reach the proposed current grade/step
- 1-4 years of service: Increase to a salary that requires no more than a 5% increase to reach the proposed current grade/step
- Less than 1 year of service: Increase to a salary that requires no more than a 6% increase to reach the proposed current grade/step

The remaining adjustments required to achieve the proposed grade/step will then be made in FY23.

With regard to proposed adjustments in FY22 and FY23, in the event the Unrestricted Reserve Balance is less than 15% of the Unrestricted Revenues, the parties will negotiate.

6. FAT Item #6 – Revise the procurement policies to take into account the needs of Faculty and their Students.

Both parties agreed to the following procedure for purchases of \$15,000 or more:

The Director of Purchasing becomes involved to secure bids for these services or goods. A faculty member, working with their direct supervisor must provide a set of detailed specifications as to the type of products, quantity, quality, estimated cost, and delivery date required. This information, along with a list of any known or desired vendors, must be submitted with the General Requisition and submitted through the Director of Purchasing.

Proprietary specifications should be avoided unless the particular nature of the item is such that it is unique for the purpose required.

- Bid or proposal documents will be prepared by the Director of Purchasing in collaboration with the faculty member or their direct supervisor.
- The Director of Purchasing will notify any known vendors of the availability of specifications and provide the bidding or proposal documents to requesting parties. A detailed log of vendors will be reviewed by the faculty member or their direct supervisor and any modifications to this list will be requested through the Purchasing Director. Any requested removal of vendors from this list by any party must be accompanied by appropriate documentation of previous issues encountered by the College with that vendor. If appropriate, any vendors added to the list by any party must be authorized as an approved vendor by the equipment manufacturer. The final list of vendors receiving the documents will be maintained by the Purchasing Director for future contact.
- Any revision, change or addendum to the bid or proposal specifications will be mailed to all parties on the final bid or vendor log and the appropriate faculty member or their direct supervisor.
- All bids or proposals will be received by the date and time specified in the documents.
- All bids or proposals must be in writing and sealed in an envelope.
- Each bid or proposal must be plainly marked on the envelope with the Bid or Proposal Number and include whatever other information is required in the bid or proposal documents.
- The College may waive this formality and receive bids or proposals electronically during times of pandemic or other causes where increased pre-cautionary methods are required. This will be noted in bid or proposal documents.
- All formal bids or proposals will be opened publicly at a time and location defined in the bid or proposal documents.
- The bids or proposals received will be examined for compliance with the specifications, tabulated, and forwarded to the appropriate faculty member or their direct supervisor for confirmation that the low bidder has met specifications. Faculty or their direct supervisor will submit rationale for a recommended award to other than the low bidder for review by the Business Office.
- The tabulated bids will be presented to the Board of Trustees with a recommendation for award to the lowest and best bid.

Construction project bids or proposals over \$15,000 must be advertised in a newspaper in the general circulation located within the county for a minimum of two insertions in two separate weeks. (RSMo Section 177.086).

The Board of Trustees approval is required on all purchases \$15,000 or more. Initiate your purchase request at least 8-12 weeks prior to the critical date the item is required being mindful of any excessive lead times which might require earlier than the 8-12 weeks initiation time period. The Board of Trustees meets on the second Thursday of each month, ten times per year. Board approval must be finalized no later than eight days prior to the

scheduled Board meeting date in order to be placed on the agenda.

The Board of Trustees will award to the lowest bidder or lowest and best proposer that meets the specifications.

7. FAT Item #7 – Increase Lab Compensation

It was agreed that the rate for lab compensation will be increase by increments of .025 as follows:

Rate .70 in Fall, 2022, .725 in Fall, 2023 and .75 in Fall 2024. In the event the unrestricted reserve balance is less than 15% of the unrestricted revenues, the parties will negotiate.

BAT Items:

3. Online – Course Certification

It was agreed that all faculty will complete an introductory training course focused on the primary features of the College's learning management system (LMS). This beginning training will include learning modules on the following capabilities: gradebook, communication, and assignment/assessment features.

Faculty who have completed the current training course "Growing in Canvas", or who provide documentation of having taken a similar course at another College are exempt.

The existing Online Faculty Certification course will continued to be required for all new faculty teaching online or hybrid courses.

Other more advanced LMS training opportunities will be provided by the college for faculty, but will be considered optional.

4. Timely Faculty/Student Interactions

It was agreed that all course syllabi will contain the following statement:

I will strive to provide an initial response to all email messages within 2 business days.

5. Set Clear Expectation for Due Dates and Feedback

It was agreed that faculty will set clear expectations for due dates and feedback, faculty will provide tentative due dates in the course syllabus for major projects. Substantive feedback will be provided to students prior to the next assignment due date.

7. Faculty Advising Workload

BAT and FAT agreed that a work group should be developed consisting of Student Services and Instruction to determine recommendations regarding the workload structure, the case

management processes, the goals to measure success, and the appropriate level of training required to achieve that level of success in academic advising. The work group will convene in August, 2021, and will strive to make recommendations by February, 2022.

The recommendations will be proposed to the Association-Employer Council process to then determine the workload structure, the case management processes, the goals to measure success, and the appropriate level of training required to achieve that level of success in academic advising. The agreement will be memorialized as an MOU signed and dated by the parties and attached to the current CBA.

At least one of the faculty members on the work group will also be a member of the Association-Employer Council.

9. Grievance Board of Trustees Procedure

BAT and FAT agreed that step 3 of the current Board Procedure on Grievances, "Appeal to the Five-Member Panel" will be replaced by, "Request for Mediation."

WITHDRAWN ITEMS:

FAT Items 4, 5, and 8; BAT Items 1, 2, 6, 8 and 10 It was agreed that all are withdrawn, though both parties reserve the right to bring any or all of these items back in a future negotiation.

- FAT Item #4, Remove the Requirement for Faculty to be on Campus 5 days a Week and Reduce the Requirement to a minimum of 4 days on Campus
- FAT Item #5, Provide Additional Compensation for Faculty Providing a Live Remote Option to Face-to-Face
- FAT Item #8, Increase Personal Days from three to four per year

- BAT Item #1, Communication with Administration
- BAT Item #2, Online – Course Quality and Review
- BAT Item #6, Financial Exigency
- BAT Item #8, Grievance Board of Trustees Policy
- BAT Item #10, Teaching Labs Associated with Lecture Class