

REPORT OF MINUTES

BOARD OF TRUSTEES SPECIAL MEETING

**BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room (201D)
Escanaba, MI**

July 20, 2016

The meeting was called to order at 4:59 p.m. ET by Board Chair, Philip Strom.

Roll call was taken by Assistant Board Secretary, Laura Johnson.

Members Present: Tom Butch, Eric Lundin, Jim Hermans, Joy Hopkins, Bill Lake, Tom England, Philip Strom

Members Absent: None

Administration: Laura Coleman, Bridget DeGroot

Faculty: Laurie Johnson, Part Time Instructors' Association President

Guests: None

Recorder: Laura Johnson, Assistant Board Secretary

Philip Strom stated the meeting was called to hear the changes and clarifications agreed upon between Administration and the Part Time Instructors' Association for the 2016-2018 Master Contract Agreement.

Bridget DeGroot, HR Director, referred trustees to the summary of changes and/or clarifications provided to them prior to the meeting. The summary is attached.

Primary updates included:

- 2016-17 Academic year will include a 0% increase to compensation.
- 2017-18 Academic year will reflect a "me too" clause. If the Board of Trustees approves any increases to full time non-faculty employee wages during the 2017-18 fiscal year, the Part Time Instructors' Association will be subject to and assume the same change.
- Bereavement language was modified slightly to allow Administration to be flexible with the employee.
- Class sizes were updated to mirror guidelines in the full time instructor master agreement.
- Existing Letter of Agreement regarding dual credit courses was renewed.

Laurie Johnson stated the project went well. The teams met three to four times and settled quickly.

Philip Strom expressed appreciation for how well the process went and the time everyone put into it. Trustees expressed agreement.

On a motion by Tom Butch and seconded by Bill Lake:

“The Master Contract Agreement for 2016-2018 between the Bay de Noc Community College Board of Trustees and the Bay de Noc Community College Part Time Instructors’ Association was approved.” No further discussion. Motion carried unanimously.

Laurie Johnson and Bridget DeGroot left the meeting at 5:05 p.m.

Other

Tom Butch provided a report from the Association Management Council meeting on June 2. The next meeting is scheduled for August 23.

Discussion was held.

Adjournment

There being no further business, it was moved by Bill Lake and seconded by Joy Hopkins to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 5:19 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

7/21/16
Completion Date

Approval Date

Philip L. Strom
Board Chair

Approval Date

2016-18 Part Time Faculty Negotiations Overview

Part Time Instructor Contract Agreement

In May 2016, the Part Time Instructor's Association and Bay College Administration, including Tom Smith, came to an agreement with regard to the 2016-2018 Labor Contract Agreement. Below is a summary of changes and/or clarifications that were agreed upon:

1. 2016-17 Academic year will include a 0% increase to compensation.
2. 2017-18 Academic year will reflect a "me too" clause. If the Board of Trustees approves any increases to full time non-faculty employee wages during the 2017-18 fiscal year, the Part Time Instructors' Association shall be subject to and assume the same change.
3. Retirement of an instructor is defined as a "voluntary resignation". (section 0112.1) With this, it was agreed that should a full time instructor retire and wish to teach as an adjunct, they will be subject to employment terms (including seniority and compensation) the same way a new adjunct would. Any existing retired full time instructor teaching as an adjunct will be grandfathered to ensure that there is no loss of seniority or compensation.
4. Section 0505 (B) – Language regarding contact hours was changed in order to reflect the standards that are in the full time instructor master agreement.
5. Section 0301.9 – Bereavement language was modified slightly to allow Administration the ability to be collaborative and flexible with the employee. There is no additional paid time off associated with this section.
6. Section 0608 and Section 0102 – Class sizes (including online) were updated to reflect guidelines in the full time instructor master agreement.
7. It was agreed upon that the existing Letter of Agreement regarding dual credit courses (collaboration with high schools) will be renewed. No language changes occurred.
8. It was agreed that the dates of the contract will change slightly, in order to match Payroll dates.