LETTERS OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE

BOARD OF TRUSTEES

AND

THE WASHTENAW COMMUNITY COLLEGE

EDUCATION ASSOCIATION

AUGUST 25, 2015

THROUGH

AUGUST 28, 2018
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WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Benefits for Other Qualified Adults

The Administration and the Association agree that the Administration will extend appropriate fringe benefits and leave provisions to unit members who do not already enroll a spouse in the health or other benefit plans and who elect to enroll one Other Qualified Adult for benefit coverage. A unit member may elect such coverage if all of the following eligibility criteria are met:

• The employee is eligible for benefits;

• The Other Qualified Adult, at the time of proposed enrollment, shares a primary residence with the employee and has done so for the previous six continuous months, other than as an employee or tenant.

• The employee submits satisfactory proof of residence for the other qualified adult. The Office of Human Resource Management will maintain a list of documents that may be submitted for proof of residence.

• The Other Qualified Adult is not eligible for health insurance coverage through another employer.

The following individuals are not eligible for coverage as an Other Qualified Adult: The employee’s or the employee’s spouses:

• Parents

• Parents’ other descendants (siblings, nieces, nephews)

• Grandparents and their descendants (aunts, uncles, cousins)

• Renters, boarders, tenants, employees

• Children or their descendants (children, grandchildren)
These benefits will be extended provided that it is not contrary to law to do so. Should the legislature mandate economic sanctions against the College for taking this action, the Association will hold the College harmless for any such sanction. The Association agrees that if an economic sanction is imposed, the WCCEA salary schedules will be adjusted to compensate the College for any penalties or reduction in State appropriations.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
Developing and Teaching Online Courses

This Letter of Agreement supersedes the current Memorandum of Understanding “Distinctions Between College on Demand And Distance Learning” dated July 13, 2012, and is effective June 11, 2015.

Preamble:

The College is responsible for establishing and maintaining its programs. The Online Learning courses have been and will be developed by the College, through the Online Learning Department, and rely heavily on interactive content produced by the College, and material, possibly procured from other sources, that are offered to students in an online setting. For the purposes of this agreement all sections of these courses that are scheduled for online or blended delivery are understood to be Online Learning sections.

Moreover, recognizing that there are differences in the Online Learning sections does not in any way obviate the requirement of all sections to conform to and support the course description, content, outcomes, objectives, assessments, and evaluations as stated in the master course syllabus for the course.

Definitions:

1. The term “Online Learning” (OL) refers to a unique set of courses that are instructed either 100% online or in a blended, partially online format.

2. The term “Learning Management System” (LMS), which is currently Blackboard, refers to a software application delivery platform of online educational technology education courses.

3. The term “Content Management System” (CMS), which is currently Blackboard, refers to a computer application that allows publishing, editing and modifying content, organizing, deleting as well as maintenance from a central interface. The
system also provides an avenue to manage workflow in a collaborative environment.

4. The term “structure” refers to the approved LMS course site template that is created by the College, in consultation with appropriate faculty committees.

5. The term “supplemental content” refers to additional subject matter elements to be added to a course which does not supplant faculty supplied content. This can include, but not be limited to items such as: Open Educational Resources (OER), publisher materials, vendor media, and/or educational media developed by the Online Learning Department.

6. The term “Interactive Content” refers to items such as animations, simulations, games, other graphical media and computer generated learning objects.

Having agreed upon the definitions, we illustrate the language for Online Learning (OL) courses by referencing the following.

OL courses:

1. The College, in consultation with the faculty, determines the need to develop OL programs.

2. The College, in consultation with the faculty, determines the OL courses to develop.

3. The College, in consultation with division deans, designates course developers for OL courses. If the selected course developer is a part-time instructor, the College, in consultation with division deans and appropriate departments select the full-time faculty leader for the course.

4. The College, in consultation with appropriate faculty committees associated with online learning, determines the LMS structure of the OL course design. The faculty developer, in consultation with the College, will determine the instructional delivery of the course, such as modules, units and lessons.

5. The course developer in collaboration with the College, will identify specific supplemental material, but such a request requires College approval on the basis of cost, availability, and management.

6. The College, because it is remunerating the course developer and using Washtenaw Community College labor, assets and resources for the creation of the course, retains full ownership of the following elements for the purpose of College instruction.
   a) Interactive content developed and maintained by the College
   b) Images and graphics developed and maintained by the College
   c) Web pages developed and maintained by the College
   d) Videos and screen captures developed and maintained by the College
   e) E-text materials that are developed and maintained by the College

7. The College, because it is remunerating the course developer and using Washtenaw Community College labor, assets and resources for the creation of the course, retains shared ownership of the following elements for the purpose of College instruction.
a) Document materials, such as assignments, assessments, lecture notes, e-texts and labs, created by the course developer that are attached to the course-site.

b) Photos, imagery and graphics created by the course developer that are attached or embedded into the course-site.

c) Web pages created by the course developer that are linked, embedded or attached to the course-site.

d) Videos and multi-media created by the course developer that are linked, embedded or attached to the course-site.

e) Content that was developed in the process of course creation between the faculty developer and the College, which the faculty developer continues to edit and maintain following successful completion of the development contract.

8. The College will give course developers, prior to their agreement to develop a course, a full description of the project milestones for the course development.

9. Faculty who teach OL sections are obligated to use the course design, the supplemental materials, and so forth that have been prepared for the OL section. OL faculty may tailor their specific section via individual modifications to the quizzes, tests, papers, discussion questions, that are part of the course. Faculty must seek approval from the contracted faculty leader of an OL course to remove content from a course site.

10. Faculty who teach OL sections agree to use a College approved and supported learning and/or LMS and/or CMS. Faculty may utilize a publisher’s learning management system which must have its own technical support available 24/7 to college employees and students, although the publisher’s materials are required to be accessed through the College’s supported LMS and/or CMS.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

UA Summer Training Program

In recognition of the United Association’s (UA) long-term and substantial commitment to Washtenaw Community College and our community, and notwithstanding Section 0011, Equal Application of the Contract, of the Master Agreement, the undersigned parties agree that UA members, hired as part-time instructors for the UA Summer Training Program, may be paid up to the maximum instructional overload rate (as defined by Section 0108.2 of the Master Agreement). Furthermore, the College may reimburse UA members for usual and customary expenses related to their travel and housing in the Ann Arbor area for the purpose of teaching in the UA Summer Training Program.

This action constitutes the entire agreement between the parties, and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
PART-TIME FACULTY SPECIALIZED PAY RATE

In the event any division or department of the College proposes to offer a credit or noncredit course or training for which special course development or teaching credentials are required, the College may hire part-time faculty at a specialized rate of pay if the following criteria are met:

1. The proposed rate of pay is the usual and customary rate of a person with the credentials and experience of the proposed faculty member.

2. The proposed specialized rate is submitted for review to the Vice President for Instruction along with the credentials of the proposed faculty, a description of the course to be taught, and documentation supporting the specialized rate of pay.

3. A part-time faculty member may be hired, without review by a special committee, at a rate not to exceed the top full-time faculty overload rate, rounded up to the next five dollars ($5.00).

4. Should a request be made to pay a rate greater than the above rate, the Vice President for Instruction shall notify the President of the Association of the request, stating the rate to be paid, the given justification of the rate, and the duration of the current commitment. Should the President of the Association have questions regarding the rate, they may notify the Vice President for Instruction and/or convene the Contract Implementation Committee to discuss the issue. If, after review of the materials submitted by the administrator, the Contract Implementation Committee determines that the specialized rate of pay is not justified, the specialized rate may not be paid for any services performed beyond the duration of the current commitment.
This action constitutes the entire agreement between the parties, and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Contract Training

The undersigned parties hereby acknowledge that to implement a Contract Training program (as defined herein), certain provisions of the Master Agreement between the Board and the Association need to be modified.

Definition

Contract Training describes a type of educational service provided by the College under written agreement (a contract) to a corporation, company, or group. Three qualities distinguish Contract Training from all other types of educational services that the College provides.

Contract Training involves a written agreement between the College and the client to provide specified educational services to a specified audience for a specified time period. This training may range from offering a presently existing course to creating a training program from scratch. Training may be credit and/or non-credit offerings.

Contract Training involves delivering training to a specific group of individuals who actually function as a third party in this enterprise (the College and the corporate client being the first two parties). Thus the College administration negotiates with representatives of a corporation (e.g., corporate trainers, attorneys and/or personnel officers) to provide educational services to some third party (e.g., a group of that corporation's employees).

Only those persons (the third party) approved by the first two parties (or one of the first two parties) may receive the services. Persons identified by the client (i.e. the corporation) receive priority admission into a course or program.

Contract Revisions

Notwithstanding the applicable provisions of the WCCEA Master Agreement, the contract revisions listed below shall be permitted. These modifications shall cease upon the expiration of the present Master Agreement unless explicitly negotiated into the subsequent agreement.
Contract Revisions

Part-time faculty members may be employed for Contract Training assignments which exceed the constraints of Section 0107.1, but in these cases, part-time faculty members may not exceed an average of eight (8) contact hours per week for the academic year.

Contract Training assignments shall comply with the provisions of 0016 Performance Contracts, 0117 Faculty Schedules and Other Assignments, and 0210 Specific Involvement of the WCCEA Master Agreement.

Professional faculty members involved in Contract Training as an overload assignment shall be paid at the rate of one and one-half (1 1/2) times the faculty member's overload rate for all hours worked in Contract Training Assignments on Sundays. A classified faculty member involved in Contract Training shall be paid at the rate of two (2) times the classified faculty member's hourly rate for all hours worked on Sundays.

Professional faculty members, who accept a Contract Training assignment as overload, may choose to waive the overload pay and instead "front load" those hours worked to a subsequent semester within the academic year in which they are presently working. Professional faculty members may not front load such an amount of this Contract Training work that the accumulated [front-load] hours would satisfy their teaching obligation and other responsibilities during any subsequent semester of that academic year (as per Section 011).

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
WASHTENAW COMMUNITY COLLEGE

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THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Hours for Police Academy Instructors

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that, due to a change in the Police Academy downsizing to one academy per year; which alters the teaching hours for the instructors who teach in the Academy, they may exceed the contractual limit of 120 contact hours of part-time teaching faculty. They may combine the contact hours into one semester, which totals 450 contact hours.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
The undersigned parties agree that, notwithstanding the provisions of Articles 0102.1 Length of Academic Year Contract, 0113 Duty Hours: Professional Service Personnel of the WCCEA Master Contractual Agreement, the following conditions shall apply to Kathleen Scott whom was hired September 1, 1971.

1. The base load work year shall be 200 days and her annual compensation shall be 1.16 times the appropriate step on the professional faculty salary schedule.

2. These conditions shall apply to this employee for the duration of the WCCEA Master Contractual Agreement or her separation from College whichever is first.

This action constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Program Manager Neil Gudsen

In response to a critical need to support departmental administrative matters, such as, but not limited to, the placing and tracking textbook, equipment and supply orders, monitoring area expenditures and keeping financial records when necessary, facilitating the application, authorization, re-authorization and timesheets for all part-time temporary non-teaching personnel, coordinating the production and distribution of departmental marketing materials, supervising special departmental projects and meeting accreditation and certification requirements and other administrative duties, the parties agree to implement the position of Program Manager as follows:

1. The Administration may appoint Program Managers to assist the department chairs and deans in their administrative duties. By agreement between the Administration, the WCCEA, and the department(s) involved, Program Managers may be assigned to assist in the duties of one or more departments with a corresponding reduction in the compensation of the department chairs.

2. If a Program Manager is assigned to assist a department, the department chair of that department, notwithstanding Section 0121.1 of the Master Agreement, will receive three hours of release time for the department chair duties and will not receive a department chair stipend. The department chairs will retain exclusive responsibility for representing the faculty on all curricular and instructional matters pertinent to their departments. In addition, the department chairs will have primary responsibility for 1) chairing department meetings and representing their departments in all internal and external meetings related to their departments; 2) represent their department in the development of the overall master schedule; 3) coordinating full-time faculty course selection and faculty departmental responsibilities; 4) working with the program manager to carry out the remaining functions of the department.

3. Faculty will have the opportunity to fully participate in the hiring process for Program Managers that support their department.
4. The Program Manager will report to the appropriate academic dean as determined by the Vice President for Instruction, but will coordinate their activities with the department chair(s).

5. Annual administrative evaluation of Program Managers will include formal input from the department chairs of the departments assigned a Program Manager. Such input shall have as its primary purpose the improvement of the Program Manager’s performance in assisting the department(s).

6. The compensation adjustment (3 hours release time) for chairs for those areas affected will be instituted at the start of the next Fall or Winter term.

7. The Association and the Administration are committed to working cooperatively to ensure that departments work effectively and efficiently to accomplish essential duties.

8. This Letter of Agreement applies only to current Program Manager Neil Gudsen, and shall expire, and be of no further force or effect, once Neil Gudsen no longer is a Program Manager.

This action supersedes the Letter of Agreement of the same subject dated June 17, 2003 and is the entire agreement of the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
Washtenaw Community College

Letter of Agreement

Between

The Washtenaw Community College Education Association

And

The Washtenaw Community College Board of Trustees

Part-Time Nursing

In response to the need to address contract provisions and administrative standards that govern workload conditions for all faculty departments at the College the parties agree to implement nursing faculty teaching loads as follows:

1. All part-time Nursing faculty members shall be subject to the provisions of Section 0011 (Equal Application of the Agreement,) except as identified in item 2 below.

2. For the selected course/sections listed below part-time adjunct and part-time Nursing faculty members may teach up to a maximum of 12 hours per week. This is applicable only for sections that meet 90 clinical/lab contact hours per 7.5 week session or up to a maximum of 180 clinical/lab hours per 15 week semester:

   a. HSC 100: Basic Nursing Skills-Lab/Clinical Practice
   b. NUR 106: Fundamentals of Nursing—Lab/Clinical Practice
   c. NUR 124: Acute Care Nursing I—Clinical Practice
   d. NUR 132: Nursing of the Childbearing Family—Clinical Practice
   e. NUR 224: Acute Care Nursing II—Clinical Practice
   f. NUR 232: Nursing of Children—Clinical Practice
   g. NUR 256: Mental Health Nursing—Clinical Practice
   h. NUR 284: Medical-Surgical Nursing III—Clinical Practice

3. The Total annual hours for Part-time Faculty is no more than 360 hours. Total annual hours for Part-Time Adjunct faculty remains no more than 405 hours.
4. The Association and the Administration are committed to working cooperatively to ensure that departments work effectively and efficiently to accomplish essential duties.

This action constitutes the entire agreement between the parties, and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

SOQ System

The undersigned parties agree that the WCCEA will withdraw grievance number 2012-2015-2014-4, and that the current Task Force will continue to negotiate, to agreement or to impasse, a revised or new faculty evaluation system to replace the one currently in place.

The undersigned parties further agree that all faculty will be held harmless for SOQ ratings received from Winter 2014 semester through the Spring/Summer 2015 semester only.

Further any new faculty evaluation system the parties may agree upon to replace the current system will be fully detailed in a Letter of Agreement between the parties.

This action supersedes LOA dated December 12, 2014, and constitutes the entire agreement between the parties, and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Faculty Evaluation Ad Hoc Committee

There is at this time an ongoing effort to improve the College’s faculty evaluation system. In furtherance of this goal, the parties agree to the following:

1. The Faculty Evaluation Ad Hoc Committee will continue to meet and function.

2. The goal of the committee is to recommend revisions to the current faculty evaluation system for consideration by the Contract Implementation Committee.

3. The committee will monitor the implementation and practice of the Faculty Evaluation System and will recommend changes to that system, as it deems appropriate, to the Contract Implementation Committee.

4. The committee and the Vice President for Instruction will work together to clarify issues, address concerns, and solve problems related to faculty evaluations, including but not limited to changes to the SOQ process. Issues, concerns, and improvements not related to contractual language may be resolved at that level.

The committee will deliver its various reports and recommendations to the Contract Implementation Committee.

This action is the entire agreement of the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE
The evaluation process for Professional Counselors, Librarians, Service Personnel, and Classified Faculty remains the formal PDE process with the appropriate review for "following process" by the PDE Appeals Committee. The recommendation of that committee is sent to the President.

Although the evaluation process for professional teaching faculty does not use the PDE process, the evaluation process for professional teaching faculty does reference the PDE Appeals Committee. The evaluation process for professional teaching faculty follows the parameters set forth in Section 206 of the Master Agreement. [Note: the informal improvement plan usually initiated by SOQ flags is a possible precursor to the formal evaluation process.] Section 206.1 describes a thirty (30) calendar day period between the distribution of administration determined criteria and the implementation of those criteria for evaluation. It is mutually agreed that during the first fifteen days (15) of said thirty (30) days, the faculty member being evaluated may request a review of the process followed by the administration to that point. Such a review, requested in writing by the faculty member to the Associate Vice President of Human Resource Management, will be limited to procedural issues and will be conducted by the PDE Appeals Committee in a timely manner but so as to produce a recommendation within the original thirty (30) day period.

In particular, this review process will not delay the evaluation process. The recommendation of the PDE Appeals Committee will be sent to the Vice President for Instruction for consideration and corrective action if necessary.

In addition, it is mutually agreed that it will be mutually advantageous to have all formal evaluations that result from an unsuccessful informal improvement plan start in the Fall semester. Formal evaluations originated for reasons outside of the informal improvement plan process may start at any time. A professional teaching faculty member who was in the informal process in a Fall semester and who remains on informal review will not be eligible for overload in the subsequent Winter semester. A professional teaching faculty member who was in the informal process in a Winter semester and who is either remaining on informal or moving to a formal evaluation process will not be eligible for overload in the Spring/Summer semester. In any case, professional teaching faculty members on second or subsequent continuous semesters of informal
improvement plans are not eligible for overload. It is the desire of both the Administration and the Association to not extend informal improvement plans beyond two full semesters of teaching, except in cases where there is no practical alternative.

If at the end of a “full semester” of formal evaluation the Dean determines that the professional teaching faculty member needs to remain under formal evaluation, then the faculty member may request a review of the process by the PDE Appeals Committee. [To be a “full semester” of formal evaluation, the evaluation must be in use starting with the first teaching day of the semester.] The request for review is to be sent in writing to the Associate Vice President of Human Resource Management no later than the first reporting day of the next semester. The PDE Appeals Committee will meet to consider the issue as soon as possible thereafter. That committee will quantitatively review the objective goals and their appropriate measures as set forth in the Dean’s statement of criteria. Criteria that are of a subjective nature will be reviewed to be sure that they were evaluated and that an explanation of their evaluation has been given. The PDE Appeals Committee will not review or judge the Dean’s determination of the meaning of the evaluation of subjective criteria. The PDE Appeals Committee will send its recommendation to the Vice President for Instruction for consideration and corrective action if necessary.

After at most two full consecutive semesters of formal evaluation and based on the results of that evaluation, the status of the Professional Teaching faculty member shall be resolved in one of the following three (3) ways:

1. A return to normal status;
2. A return to an “informal improvement plan”, without access to overload; or
3. Recommendation for termination.

The Administration and the Association agree that the following language shall define and apply to the P.D.E. Appeals Committee:

PDE Appeals Committee (AC)

1. A standing Faculty PDE Appeals Committee (AC) shall be established. The membership of the AC shall be determined annually by January 1 of each year. The AC shall be composed of seven members serving one-year terms, three of whom are chosen by the President of the College, three of whom are chosen by the WCCEA, and one of whom is mutually agreed upon by the college President and the WCCEA. One alternate from each of the three categories shall also be selected. The college and the WCCEA, in accordance with established procedures, shall appoint co-chairs. Neither the faculty member requesting the appeal, nor the respective dean conducting the evaluation may serve on the AC to hear an appeal in which they are the principals.

2. Procedures involving the PDE Appeals Committee are related to the classification of faculty.

For Professional Teaching Faculty:

As noted above, Professional Teaching faculty have two (2) appropriate instances where they may submit an appeal to the AC. The first is during the “thirty (30) day period” between the distribution of administration determined criteria and the implementation of those criteria for evaluation. The second is at the end of a “full semester” of formal evaluation in the case that the Dean determines
that the professional teaching faculty member needs to remain under formal evaluation. The responsibilities of the AC in both cases is outlined above.

For Professional Counselors, Librarians, and Service Personnel, and Classified Faculty:

Also noted above, the evaluation process for Professional Counselors, Librarians, and Service Personnel, and Classified Faculty remains the formal PDE process with the appropriate review for "following process" by the PDE Appeals Committee. The details of the AC involvement in this case is given below where reference to "faculty member" means Professional Counselor, Professional Librarian, Professional Service Personnel or Classified Faculty.

a. Steps of the Appeals Process

All appeals must first be processed through the Informal Appeal Step, the Formal Appeal Step, and the Reconciliation Step. Faculty members may only access the grievance procedure after exhaustion of remedies available under the Informal and Formal Appeals Steps. Complaints filed under the grievance procedure shall be initiated at Step II of the grievance procedure.

b. Informal Appeal

Within five (5) teaching days of the receipt of the formal evaluation document, a faculty member who disagrees with the dean’s written PDE statements or judgments may first discuss the matter with the dean. If the dean does not respond to the concern or a resolution is not reached within five (5) teaching days, the faculty member may move the concern to the Formal Appeal step.

c. Formal Appeal

If a disagreement remains after the informal discussion, the faculty member may prepare a written statement to the concern, which shall be attached to all copies of the PDE document. The written appeal must be presented to the Appeals Committee (AC) within ten (10) teaching days after the dean’s oral response to the concern.

The faculty member making the appeal shall clearly state in writing what is being appealed and the date of the faculty member’s receipt of the PDE statement. The actual evaluation or other documents shall also be sent to the AC. Copies of the evaluation and the appeal notice shall also be sent to the Vice President for Instruction and to the President of the WCCEA.

The AC shall examine all pertinent materials relevant to the concern and will normally interview the faculty member and the dean. The AC may also require the faculty member and the dean to provide any additional information related directly to the evaluation.

The AC shall produce a written report of its findings. The report shall include a summary of the committee's activities and reasons for its conclusions. A minority report may be submitted. The report(s) shall be sent to the College President. Copies of the report(s) shall be sent to the Vice President for Instruction, the WCCEA President, the faculty member and the respective dean.

The AC report shall become part of the official college records and shall be maintained in the Human Resource Management office.

If the Appeals Committee fails to complete its report within twenty (20) teaching days after receiving a specific appeal, the faculty member may move the appeal to Step II of the grievance procedure.
d. Reconciliation
After receipt of the Appeals committee report, the dean and faculty member shall meet to
determine if there is a basis for agreement in light of the AC report recommendation. If the matter
is not resolved within five (5) teaching days, the faculty member may move the appeal to Step II
of the grievance procedure.

e. Grievance Procedure Appeal
If the faculty member is dissatisfied with the outcome of the reconciliation conference, they may
file the appeal at the Second Step of the grievance procedure (Section 00802.2). Appeals to the
grievance procedure must be done in accordance with the terms and conditions of the WCCEA
Master Agreement.

f. Time Lines
It is the intention of the parties to adhere to the time lines outlined above. However, these time
lines may be extended by mutual agreement of the parties.

g. Final Resolution of the Dispute
The final resolution of the dispute at any phase of the process must be communicated in writing.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, Human Resources

DATE
Dr. Bill Abernethy agreed to serve as the Interim Vice President for Instruction effective March 14, 2013.

Notwithstanding Section 0303 of the Master Agreement, the undersigned parties agree that Dr. Abernethy may serve in this position up to August 23, 2017 without loss of seniority under the Master Agreement. Should Dr. Abernethy return to a position as a Dean and/or to the bargaining unit, at any time before August 23, 2017, he shall be considered, in terms of seniority and all other rights and benefits to have continued in the bargaining unit during the time he held the position of dean and interim vice-president not to exceed a maximum of five (5) years.

The parties understand Dr. Abernethy may teach under the applicable provisions of the Master Agreement for administrators teaching on a part-time basis.

This action constitutes the entire agreement between the parties, and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

________________________________________
Maryam Barrie
President, WCCEA

DATE

FOR THE COLLEGE

________________________________________
Douglas P. Kruzel
Vice President, HRM

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Notwithstanding the “Permanent Promotions” section of the Master Agreement, the undersigned parties agree that the below-listed persons may serve in administration positions without loss of seniority until the dates shown. Should any of these individuals leave his or her position at any time and for any reason before the date shown, he or she may return directly to the bargaining unit, and be considered, in terms of seniority and all other rights and benefits to have continued in the bargaining unit during the time he or she held the administrative positions not to exceed a maximum of five (5) years.

The parties understand that with the approval of the Vice President for Instruction, he or she may teach under the applicable provisions of the Master Agreement for administrators teaching on a part-time basis.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arnett Chisholm</td>
<td>8/24/2017</td>
</tr>
<tr>
<td>2. Kristin Good</td>
<td>8/24/2020</td>
</tr>
<tr>
<td>3. Valerie Greaves</td>
<td>8/24/2020</td>
</tr>
<tr>
<td>4. Kimberly Hurns</td>
<td>8/24/2020</td>
</tr>
</tbody>
</table>

This action constitutes the entire agreement between the parties, and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

MARYAM BARRIE
President, WCCEA

DATE

FOR THE COLLEGE

DOUGLAS P. KRUZEL
Vice President, Human Resources

DATE

24
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Stephen Hasselbach – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Stephen Hasselbach may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. He may teach 12 contact hours per week, 180 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE 24 August 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 24 Aug '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Sheri Rogers – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Sheri Rogers may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 12 contact hours per week, 180 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryann Barrie
President, WCCEA

DATE 24 August 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 24 Aug '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

Ross Strayer – Frontloading for Fall 2015 Semester

Notwithstanding Article 0108-Overload, Section 0108.7, the undersigned parties agree to Ross Strayer frontloading 24 contact hours for 2015 Fall semester. Mr. Strayer will be limited to teaching the maximum of 18 contact hours for 2016 Winter semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
WCCEA President

DATE 24 Aug 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 24 Aug 15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

Gary Reed (part time adjunct) – Frontloading for Fall 2015 Semester

Notwithstanding Section 0108.6 of the Master Agreement and Section 3-Recruitment, Appointment and Assignment, 3.4-Distribution, 1 of Appendix E, the undersigned parties agree that Gary Reed may exceed the contractual limit of 165 hours for the Fall 2015 semester. He may teach 202.5 contact hours for the 2015 Fall semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
WCCEA President

DATE

24 August 2015

FOR THE COLLEGE

Douglas P. Kruzell
Vice President, HRM

DATE

24 Aug 15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

Rebecca Cifaldi - Fall 2015 Semester

Notwithstanding Section 0108.6 of the Master Agreement and Section 3-Recruitment, Appointment and Assignment, 3.4-Distribution of Appendix E, the undersigned parties agree that Rebecca Cifaldi may exceed the contractual limit of 135 hours for the Fall 2015 semester. She may teach 150 contact hours for the 2015 Fall semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
WCCEA President

DATE

28 August 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE

28 Aug '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Rebecca Schumacher – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Rebecca Schumacher may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 9 contact hours per week, 135 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barfe
President, WCCEA

DATE 28 August 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 28 Aug '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

WCCEA Release hour for Fall/Winter – Bank Hours

Notwithstanding Section 0108.6 of the Master Agreement and Section 0001-0028.2-Recognition, Rights, and Guarantees. 0023-Association Business, the undersigned parties agree that Union will be allowed to use 12 hours of release time in the Fall 2015 Semester and three (3) hours of release time for Winter 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
WCCEA President

DATE

2 September 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE

2, 507 ’15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Renee Birnbaum – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Renee Birnbaum may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. He may teach 12 contact hours per week, 180 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE

3 Sept. 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE

2 Sep 15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Doriane Colwell – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Doriane Colwell may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 12 contact hours per week, 180 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE 3 Sept 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 3 Sept 15
Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Doriane Colwell may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 12 contact hours per week, 180 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barie  
President, WCCEA

3 Sept 2015

DATE

FOR THE COLLEGE

Douglas P. Kruzel  
Vice President, HRM

3 Sept 2015

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

April Riedy – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that April Riedy may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 9 contact hours per week, 135 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE 9 Sept 15

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 10 Sept 15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

Bonnie Arnett – Frontloading for Fall 2015 Semester

Notwithstanding Article 0108-Overload, Section 0108.7, the undersigned parties agree to Bonnie Arnett frontloading 24 contact hours for 2015 Fall semester. Ms. Arnett will be limited to teaching the maximum of 18 contact hours for 2016 Winter semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
WCCHA President

DATE 11 Sept 15

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 11 Sept '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Danielle Ensch Joye – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Danielle Ensch Joye may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 9 contact hours per week, 135 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President WCCEA

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 11 September 2015

DATE 11 October 2015
NOTWITHSTANDING SECTION 0107.1 OF THE MASTER AGREEMENT, THE UNDERSIGNED PARTIES AGREE THAT SARAH ROLAND MAY EXCEED THE EIGHT (8) CONTACT HOURS PER WEEK, 120 CONTACT HOURS PER 15 WEEK TERM FOR FALL 2015 SEMESTER. SHE MAY TEACH 9 CONTACT HOURS PER WEEK, 135 CONTACT HOURS FOR THE FALL 2015 SEMESTER.

THIS ACTION CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND SHALL NOT BE CONSIDERED PRECEDENT SETTING IN ANY WAY.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE
Washtenaw Community College

Letter of Agreement

Between

The Washtenaw Community College Board of Trustees

And

washtenaw Community College

Jennifer Rivas-Murillo – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Jennifer Rivas-Murillo may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 10 contact hours per week, 150 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

For the Association

Maryam Barrie
President, WCCEA

21 Sept 2015

For the College

Douglas P. Kruzel
Vice President, HRM

21 Sep '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Elenor Francis – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Elenor Francis may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 9 contact hours per week, 135 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE
21 Sept 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE
21 Sept '15
Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Abbey Wolford may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 9 contact hours per week, 135 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE

21 Sept 15

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE

21 Sept 15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Christina Herbin – Fall Semester 2015

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Christina Herbin may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2015 Semester. She may teach 10 contact hours per week, 138 contact hours for the Fall 2015 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Bahrie
President, WCCEA

DATE 24 SEP 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 25 SEP 15
Replacement of incorrect clarification accumulation language:
CURRENT:
Full-time Professional Faculty are allowed to accumulate eight (8) hours of sick pay for each month from and including September through April, for a total of sixty-four (64) hours. Full-time Professional Service and Classified Faculty are allowed to accumulate eight (8) hours of sick pay for each month from and including September through August, for a total of ninety-six (96) hours. The unused portion may accumulate without limit. Faculty members will be advanced these days of credit upon the first reporting date of the Fall semester. A bank of sick days equal to three (3) times the number of full-time contractual faculty members will be established by the Board for each year but not accumulative for one year to the next, such bank to be established on the first reporting day of the Fall Semester, to be used for serious illness beyond the accumulated sick leave of an individual full-time faculty member. Sick days from the bank will be allocated at the discretion of a faculty committee appointed by the President of the Washtenaw Community College Education Association.

To be replaced with:
REPLACEMENT:
Full-time Professional Faculty accumulate eight (8) hours of sick pay for each month from and including September through April, for a total of sixty-four (64) hours. Full-time Professional Service Faculty, Counselors, and Librarians accumulate eight (8) hours of sick pay for each month from and including September through June for a total of eighty (80) hours. Full-time Classified Faculty accumulate eight (8) hours of sick pay for each month from and including September through August, for a total of ninety-six (96) hours. The unused portion may accumulate without limit. Faculty members will be advanced these days of credit upon the first reporting date of the Fall semester. A bank of sick days equal to three (3) times the number of full-time contractual faculty members will be established by the Board for each year but not accumulative for one year to the next, such bank to be established on the first reporting day of the Fall Semester, to be used for serious illness beyond the accumulated sick leave of an individual full-time faculty member. Sick days from the bank will be allocated at the discretion of a faculty committee appointed by the President of the Washtenaw Community College Education Association.
This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
WCCEA President

DATE
30 September 2015

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE
10th '15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Mark Ostermeyer – Winter Semester 2016

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Mark Ostermeyer may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Winter 2016 Semester. He may teach 9 contact hours per week, 135 contact hours for the Winter 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Burrie
President, WCCEA

DATE

7 January 2016

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE

7 Jan '16
LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Lynn Bahenna – Winter Semester 2016

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Lynn Bahenna may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Winter 2016 Semester. She may teach 12 contact hours per week, 180 contact hours for the Winter 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE

January 2016

FOR THE COLLEGE

DATE

January 15, 2016

Douglas P. Kruzel
Vice President, HRM
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Jenna Pruette – Winter Semester 2016

Notwithstanding Section 0107.1 of the Master Agreement, the undersigned parties agree that Jenna Pruette may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Winter 2016 Semester. She may teach 12 contact hours per week, 180 contact hours for the Winter 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE 11 Jan 2016

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 11 Jan 2016
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Kristy DeCastro – Winter 2016 Semester

Notwithstanding Section 0108.6 of the Master Agreement and Section 3-Recruitment, Appointment and Assignment, 3.4-Distribution of Appendix E, the undersigned parties agree that Kristy DeCastro will be allowed to exceed 135 contact hours for the Winter 2016 Semester. She will be able to teach additional 45 contact hours.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryam Barrie
President, WCCEA

DATE 3 Feb 2016

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 3 Feb 16
WASHTENAW COMMUNITY COLLEGE
LETTER OF AGREEMENT
Between
THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION
And
THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Faculty Evaluations

The WCCEA and Board of Trustees recognize that the College is primarily a teaching institution, and that teaching plays a central role in the responsibilities of instructional faculty. The BOT and the WCCEA agree that:

A. Section 0206, in its entirety, of the Master Agreement is separate from and not related to the Faculty Evaluation described herein.

B. All reference to the evaluation of full time professional teaching faculty in the Letter of Agreement: Evaluation Process and the P.D.E. Appeals Committee are hereby removed.

C. The implementation of the SOQ process is outlined in the SOQ Implementation document. The SOQ Implementation document may be amended by mutual agreement and any such amendment shall be effective under this Letter of Agreement.

D. The WCCEA and the Board of Trustees remain committed to supporting the improvement of professional teaching performance through reasonable accommodations.

E. The processes described below, termed the SOQ Evaluation and Curriculum & Assessment Evaluation, are in addition to all other evaluation items in the Master Agreement.

The SOQ Evaluation:

1. Applies to all full-time professional and adjunct faculty.

2. Student Opinion Questionnaires shall be administered in every section of every class.

3. All full-time professional and adjunct faculty will be held harmless under this new evaluation system for at least one year from the date this letter is signed. Both parties agree to undertake an evaluation of the new system during that period. The resultant evaluation system will not take effect without joint consent, executed through a Letter of Agreement, between the College and the WCCEA.

Curriculum and Assessment Evaluation:

1. Applies to all full-time professional teaching faculty.
2. Each faculty member will complete one master syllabus revision and one assessment activity (course or program) within a two-year evaluation period. The two-year evaluation period will begin and end on the first day of In-Service of the Fall Semester. The “Curriculum and Assessment” portion of this Letter of Agreement is considered to have been in effect since August 18, 2015.

3. Each faculty member will identify the proposed curriculum and assessment work via a departmental activity planning form that will be submitted by the department chair and approved by the division dean at the beginning of each two-year evaluation cycle. The proposed curriculum and assessment work of each faculty member will meet the minimum requirement outlined in Paragraph 2. No faculty member can be directly assigned a specific course for curriculum or assessment duties by a supervising dean. Priority should be given to courses that are overdue for curriculum and assessment updates.

4. The departmental activity planning form will be updated at the beginning of each fall semester.

5. Assessment should precede master syllabus revisions if possible.

6. More than one faculty member can assume responsibility for a program or course assessment if such joint collaboration is approved by their division dean. Courses that are eligible for more than one faculty member to assess would include courses with a large number of sections and/or courses with an inherent complexity in the assessment of that course.

7. Faculty who qualify for joint assessment must submit an outline of the specific duties and responsibilities that each individual faculty member will complete. The outline shall be approved by the division dean. Any faculty member working on a collaborative joint assessment will not be penalized and/or reprimanded if the duties and responsibilities of the collaborating faculty member are not met and/or impedes a completed assessment.

8. Any faculty member who does not complete both the required curriculum and assessment work minimum within the two-year evaluation cycle defined in Paragraph 2 shall meet with their dean within two weeks of the start of the semester and submit a plan of completion for the required work. A grace period of one semester shall be given for completion of the work. Failure to submit the required work by the end of the grace period may result in disciplinary action under the provisions of Paragraph 0205 of the Master Agreement.

Optional Evaluation Program

Faculty may voluntarily participate in an alternative Professional Review and Self-Reflection process to be piloted beginning in the Fall 2016. This process will be developed by the Faculty Evaluation Committee which will continue to be comprised of three faculty representatives, two academic deans and the Vice President for Instruction. Faculty volunteering for and completing this pilot process will satisfy the college’s Evaluation of Performance requirements for a two-year period. Faculty volunteering for this pilot will be required to administer the SOQ, but no “flags” shall arise from this practice. They also will be required to participate in the Curriculum and Assessment process outlined above.
Components of the alternative process may include, but are not limited to the following:

1. Administration and reflection on the results of the Student Opinion Questionnaire (SOQ).
2. Completion of a Performance Effectiveness Self-Reflection
3. Two observations of the faculty member’s teaching: one peer observation and one administrative observation

The parties reaffirm their continuing commitment to the confidentiality of the faculty evaluation results. Student responses, curriculum and assessment completion, and SOQ results may be used only as outlined by this Letter of Agreement, by the SOQ implementation document referenced above, or as required by law, unless written student comments describe a situation of a serious nature (such as harassment or other problems in which the college might be held liable) that require investigation by the dean or VPI. Such comments and subsequent investigation, if any, would not constitute a “flag.”

This action constitutes the entire agreement between the parties, and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Maryann Barrie
President, WCCEA
9 Feb 2016

Date

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM
10 Feb '16

Date
LETTER OF UNDERSTANDING

Between

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

And

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Professional Instructor Year-Round Professional Responsibility

The undersigned parties agree that Section 0110 Duty Hours: Professional Instructors 0110.2 is understood to include if for any reason a Professional Faculty member becomes separated from employment with the College prior to the beginning of the new academic year their salary will be paid through the last date worked. It is agreed faculty have a year-round professional responsibility which includes a base load teaching assignment for Fall and Winter semesters. Professional Faculty members will be available to participate in the business (non-instructional duties and/or activities) of their program, department, division and/or the college between the end of the Winter semester and the start of the subsequent Fall semester, especially when such work would benefit from faculty input and/or leadership as determined by administration.

Example 1). Professional Faculty member retires May 1, 2016; their pay will be through May 1, 2016 and not the totality of the Winter assignment record.

Example 2) A Professional Faculty member will attend and participate in a meeting or workshop to discuss changes to the student learning outcomes associated with programs in their academic department when scheduled during the summer months with the understanding that there must be flexibility in scheduling those meetings as the period between the end of the winter semester and the start of the fall semester is a period when faculty schedule vacations and other personal and family obligations.

This action constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David W. Patrick
President, WCCEA

Date

3/16/16

FOR THE COLLEGE

Date

Douglas P. Kruzel
Vice President, HRM

16-Mar-16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

2016 Fall, 2017 Fall, and Winter 2017 College Calendars

The undersigned parties agree to Appendix A - College Calendars for Fall 2016, Fall 2017, and Winter 2017.

This action constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Kitzpatrick
President, WCCEA

DATE 3/17/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 2/24/16
College Calendar 2016-17

Fall Semester 2016

August 23-26  Tuesday-Friday  No Classes  All Faculty Report – Faculty In-Service
August 29  Monday  7:00 a.m.  Classes Begin
September 5  Monday  No Classes  Labor Day Holiday
September 6  Tuesday  7:00 a.m.  Classes Resume
November 21-22  Monday-Tuesday  No Classes  All Faculty Report – Faculty In-Service
November 23-27  Wednesday-Sunday  No Classes  Thanksgiving Recess
November 28  Monday  7:00 a.m.  Classes Resume
December 19  Monday  11:00 p.m.  Classes End
December 21  Wednesday  12:00 noon  Grades Due

80 Reporting Days

Winter Semester 2017

January 3-6  Tuesday-Friday  No Classes  All Faculty Report – Faculty In-Service
January 9  Monday  7:00 a.m.  Classes Begin
January 16  Monday  No Classes  Martin Luther King Jr. Holiday
February 19  Sunday  11:00 p.m.  Classes End
February 20-25  Monday-Saturday  No Classes  Winter Break
February 26  Sunday  7:00 a.m.  Classes Resume
April 16  Sunday  No Classes  Easter Holiday
May 1  Monday  11:00 p.m.  Classes End
May 3  Wednesday  12:00 noon  Grades Due

80 Reporting Days

Spring/Summer Semester 2017

May 8  Monday  7:00 a.m.  Classes Begin
May 29  Monday  No Classes  Memorial Day Holiday
May 30  Tuesday  7:00 a.m.  Classes Resume
July 4  Tuesday  No Classes  Independence Day Holiday
July 5  Wednesday  7:00 a.m.  Classes Resume
August 1  Tuesday  11:00 p.m.  Classes End
August 3  Thursday  12:00 noon  Grades Due

Revised 3/22/2016
APPENDIX A-1 COLLEGE CALENDAR 2016-2017

Fall Semester 2016 (Revised)

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23-26</td>
<td>Tuesday-Friday</td>
<td>No Classes</td>
<td>All Faculty Report-Faculty In-Service</td>
</tr>
<tr>
<td>August 29</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Sunday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>No Classes</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 6</td>
<td>Tuesday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>November 21-22</td>
<td>Monday-Tuesday</td>
<td>No Classes</td>
<td>All Faculty Report-Faculty In-Service</td>
</tr>
<tr>
<td>November 23-27</td>
<td>Wednesday-Sunday</td>
<td>No Classes</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>November 28</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 19</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 21</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>

80 Reporting Days

Winter Semester 2017 (Revised)

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3-6</td>
<td>Tuesday-Friday</td>
<td>No Classes</td>
<td>All Faculty Report-Faculty In-Service</td>
</tr>
<tr>
<td>January 9</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>No Classes</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>February 19</td>
<td>Sunday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>February 20-25</td>
<td>Monday-Saturday</td>
<td>No Classes</td>
<td>Winter Break</td>
</tr>
<tr>
<td>February 26</td>
<td>Sunday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 16</td>
<td>Sunday</td>
<td>No Classes</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>May 1</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 3</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>

80 Reporting Days

Spring/Summer Semester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 29</td>
<td>Monday</td>
<td>No Classes</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 30</td>
<td>Tuesday</td>
<td>9:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>No Classes</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>August 1</td>
<td>Tuesday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 3</td>
<td>Thursday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>
## College Calendar 2017-18

### Fall Semester 2017

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Day(s)</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22-25</td>
<td>Tuesday-Friday</td>
<td>No Classes</td>
<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>August 28</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>No Classes</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 5</td>
<td>Tuesday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>November 20-21</td>
<td>Monday-Tuesday</td>
<td>No Classes</td>
<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>November 22-26</td>
<td>Wednesday-Sunday</td>
<td>No Classes</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>November 27</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 18</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 20</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>

80 Reporting Days

### Winter Semester 2018

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Day(s)</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2-5</td>
<td>Tuesday-Friday</td>
<td>No Classes</td>
<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>January 8</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 15</td>
<td>Monday</td>
<td>No Classes</td>
<td>Martin Luther King Jr. Holiday</td>
</tr>
<tr>
<td>February 18</td>
<td>Sunday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>February 19-24</td>
<td>Monday-Saturday</td>
<td>No Classes</td>
<td>Winter Break</td>
</tr>
<tr>
<td>February 25</td>
<td>Sunday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 1</td>
<td>Sunday</td>
<td>No Classes</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>April 30</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 2</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
<tr>
<td>May 3</td>
<td>Thursday</td>
<td>No Classes</td>
<td>All Faculty Report – Faculty In-Service</td>
</tr>
</tbody>
</table>

80 Reporting Days

### Spring/Summer Semester 2018

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Day(s)</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 28-29</td>
<td>Monday-Tuesday</td>
<td>No Classes</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 30</td>
<td>Wednesday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>July 4-5</td>
<td>Wednesday-Thurday</td>
<td>No Classes</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 6</td>
<td>Friday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>August 2</td>
<td>Thursday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 6</td>
<td>Monday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>

Revised 3/22/2016
APPENDIX A-2 COLLEGE CALENDAR 2017-2018

Fall Semester 2017 (Revised)

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22-25</td>
<td>Tuesday-Friday</td>
<td>7:00 a.m.</td>
<td>All Faculty Report-Faculty In-Service</td>
</tr>
<tr>
<td>August 28</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
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<tr>
<td>September 3</td>
<td>Sunday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
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<tr>
<td>September 4</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 5</td>
<td>Tuesday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>November 20-21</td>
<td>Monday-Tuesday</td>
<td>7:00 a.m.</td>
<td>All Faculty Report-Faculty In-Service</td>
</tr>
<tr>
<td>November 22-26</td>
<td>Wednesday-Sunday</td>
<td>7:00 a.m.</td>
<td>Thanksgiving Faculty In-Service</td>
</tr>
<tr>
<td>November 27</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 18</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 20</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>

80 Reporting Days

Winter Semester 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2-5</td>
<td>Tuesday-Friday</td>
<td>7:00 a.m.</td>
<td>All Faculty Report-Faculty In-Service</td>
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<td>January 8</td>
<td>Monday</td>
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<td>Classes Begin</td>
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<tr>
<td>January 15</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>February 18</td>
<td>Sunday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>February 19-24</td>
<td>Monday-Saturday</td>
<td>11:00 p.m.</td>
<td>Winter Break</td>
</tr>
<tr>
<td>February 25</td>
<td>Sunday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 1</td>
<td>Sunday</td>
<td>7:00 a.m.</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>April 30</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 2</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>

80 Reporting Days

Spring/Summer Semester 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 28-29</td>
<td>Monday-Tuesday</td>
<td>7:00 a.m.</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 30</td>
<td>Wednesday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>July 4-5</td>
<td>Wednesday-Thursday</td>
<td>7:00 a.m.</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 6</td>
<td>Friday</td>
<td>7:00 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>August 2</td>
<td>Thursday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 6</td>
<td>Monday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Ann (Kristy) DeCastro – Winter 2016 Semester

Notwithstanding Section 0108.6 of the Master Agreement and Section 3-Recruitment, Appointment and Assignment, 3.4-Distribution of Appendix E, the undersigned parties agree that Ann (Kristy) DeCastro will be allowed to exceed 135 contact hours for the Winter 2016 Semester. She will be able to teach additional 73 contact hours.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

[Signature]

Jennifer Baker, President, WCCEA

DATE: 3/30/16

FOR THE COLLEGE

[Signature]

Douglas P. Kruzel, Associate Vice President, HRM

DATE: 3/1 Mar '16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Ingrid Ankerson – Winter 2016 Semester

Notwithstanding Section 0108.4 of the Master Agreement the undersigned parties agree that Ingrid Ankerson will be allowed to exceed 90 contact hours for overload for the Winter 2016 Semester. She will be able to teach additional seven (7) contact hours.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David E. Patrick
President, WCCEA

3/30/16

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, Human Resources

3/10/16

DATE
Washtenaw Community College

Letter of Agreement

Between

The Washtenaw Community College Education Association

And

The Washtenaw Community College Board of Trustees

Cassandra George-Sturges – Winter 2016 Semester

Notwithstanding Section 0108.4 of the Master Agreement the undersigned parties agree that Cassandra George-Sturges will be allowed to exceed 90 contact hours for overload for the Winter 2016 Semester. She will be able to teach additional 42 contact hours.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

For the Association

David Fitzpatrick
President, WCCEA

Date: 4/19/16

For the College

Douglas P. Kruzel
Vice President, Human Resources

Date: 3/20/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Nancy Sylvester – Winter 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Nancy Sylvester may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Winter 2016 Semester. She may teach 18 contact hours per week, 138 contact hours for the Winter 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 4/19/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 20 Apr '16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Tuition Reimbursement for Professional Faculty HLC Qualification Credits

The undersigned parties agree for the purpose of earning required education graduate credits ensuring the employee is qualified in accordance with HLC Assumed Practices to continue to teach courses as they were hired to teach or, in the alternative, to continue to teach courses the College has assigned them to teach at any point in AY 2013-14 – AY 2016-17, a tuition reimbursement eligibility benefit is granted to all full-time faculty identified by the College as not meeting HLC’s faculty certification requirements. The tuition reimbursement benefit is for up to a total of eighteen (18) graduate course credit hours completed by August 28, 2018, or for those faculty receiving notification from the College that they do not meet HLC minimum requirements subsequent from the date of this letter, by within two years of such notification by the College.

The faculty member’s program of study must be approved by the Vice President for Instruction. It is understood that submitted plans are subject to change for any number of reasons, to include changes in course offerings at institutions of higher learning, faculty health, and family issues. It is further understood that those changes may necessitate the extension of this benefit beyond the dates outlined above. Such changes must be approved by the Vice President for Instruction, but he or she is to take a very liberal view when considering those changes.

Tuition reimbursement is for tuition only and does not include reimbursement for fees, books, or other related expenses. Regardless of institution attended, tuition reimbursement will be based on in-state graduate tuition cost at Eastern Michigan University (EMU). These employees are not required to attend EMU.

In lieu of tuition reimbursement, faculty may select to receive one hour of reassigned time for every credit hour for which they are enrolled, to a maximum of six (6) hours of reassigned time in any base load semester. Faculty will not be eligible to teach classes that are solely overload in any semester in which they receive release time rather than tuition reimbursement.
Tuition Reimbursement Process: Tuition reimbursement will be awarded upon submission of original receipt of tuition payment. Receipt must be submitted within six (6) weeks of payment of tuition.

Continued eligibility for this program is contingent upon verification of grade “B” or better for graduate courses as noted on an official grade report or proof of successful completion of course.

If a faculty member voluntarily terminates his/her employment with the College within one year of receiving his/her last tuition reimbursement, the faculty member will be financially responsible to repay the College 100% of the amount of tuition reimbursement under this Letter of Agreement.

This one time action constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzgerald
President, WCCEA

DATE 4/25/16

FOR THE COLLEGE

Douglas J. Kruzel
Vice President, HRM

DATE 5/5/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Douglas Langs – Spring/Summer 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Douglas Langs may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Spring/Summer 2016 Semester. He may teach 9 contact hours per week, 135 contact hours for the Spring/Summer 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

For the College

David H. Hoyt
President, WUCEA

Douglas P. Kruzel
Vice President, HRM

5/31/16

DATE

DATE
WASHINGTON COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHINGTON COMMUNITY COLLEGE

Full Time Faculty in Excess of 21 Hours in Spring/Summer Semester

Notwithstanding Section 0108.4 of the Master Agreement the undersigned parties agree that the faculty listed below will be allowed to exceed 21 contact hours for overload for the Spring/Summer 2016 Semester.

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Hours Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Penird</td>
<td>36</td>
<td>15</td>
</tr>
<tr>
<td>Khaled Mansour</td>
<td>23.25</td>
<td>2.25</td>
</tr>
<tr>
<td>Suzanne Albach</td>
<td>27</td>
<td>6</td>
</tr>
<tr>
<td>Frank Gerlitz</td>
<td>22.5</td>
<td>1.5</td>
</tr>
<tr>
<td>Laura Perez</td>
<td>21.75</td>
<td>.75</td>
</tr>
</tbody>
</table>

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE: 6/10/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, Human Resources

DATE: 6/14/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Michelle Garey

In order to assure that the Assessment Committee will operate productively as it begins work on the HLC's Assessment Academy, the undersigned parties agree to the following:

1) Michelle Garey will continue with her duties as Chairperson of the Assessment Committee while on sabbatical in the Fall 2016 Semester.

2) Michelle Garey will receive six (6) hours of reassigned time in addition to those she will have per Paragraph 0118 of the Master Agreement in the Winter 2017 Semester. She may not exceed the contractual cap of in that semester.

This letter constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 7/20/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 21 Jul '16
WASHTENAW COMMUNITY COLLEGE

LETTER OF UNDERSTANDING

Between

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

And

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Adjunct Faculty Tuition Reimbursement

The undersigned parties agree for the purpose of earning required education graduate credits in order to ensure that they are qualified in accordance with HLC Assumed Practices to continue to teach courses as they were considered qualified to teach when they were appointed to adjunct status, a tuition reimbursement eligibility benefit is granted to all adjunct faculty identified by the College as not meeting HLC’s faculty certification requirements. The tuition reimbursement benefit is for up to a total of twelve (12) graduate course credit hours completed by December 31, 2018, or for those faculty receiving notification from the College that they do not meet HLC minimum requirements subsequent from the date of this letter, by within two years of such notification by the College.

The faculty member’s program of study must be approved by the Vice President for Instruction. It is understood that submitted plans are subject to change for any number of reasons, to include changes in course offerings at institutions of higher learning, faculty health, and family issues. It is further understood that those changes may necessitate the extension of this benefit beyond the dates outlined above. Such changes must be approved by the Vice President for Instruction, but he or she is to take a very liberal view when considering those changes.

Tuition reimbursement is for tuition only and does not include reimbursement for fees, books, or other related expenses. Regardless of institution attended, tuition reimbursement will be based on in-state graduate tuition cost at Eastern Michigan University (EMU). These employees are not required to attend EMU.

Tuition Reimbursement Process: Tuition reimbursement will be awarded upon submission of original receipt of tuition payment. Receipt must be submitted within six (6) weeks of payment of tuition.

Continued eligibility for this program is contingent upon verification of grade “B” or better for graduate courses as noted on an official grade report or proof of successful completion of course.

Adjunct faculty who voluntarily fail to maintain their adjunct status to the end of the next full academic year (Fall, Winter, Spring/Summer) following the last semester during which they participated in the program outlined by this letter will be required to payback in full all funds received.

This action constitutes the entire understanding between the parties, and shall not be considered precedent setting in any way.
FOR THE ASSOCIATION

David Fitzpatrick
President, WCQEA

Date

FOR THE COLLEGE

Douglas P. Kruzels
Vice President, HRM

Date
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Charles Graski – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Charles Graski may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 9 contact hours per week, 135 contact hours for the Fall 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 9/2/16

FOR THE COLLEGE

Douglas K. Kruzel
Vice President, HRM

DATE 6/20/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Kenneth Morgan – Fall 2016 Semester

Notwithstanding Section 3.3-Load Distribution of Appendix E, the undersigned parties agree that Kenneth Morgan will be allowed to exceed 165 contact hours for the Fall 2016 Semester. He will be able to teach additional 15 contact hours; however, the annual limits for adjunct remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE

9/12/16

FOR THE COLLEGE

Douglas A. Kruzel
Vice President, HRM

DATE

9/20/16
WAYSTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WAYSTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WAYSTENAW COMMUNITY COLLEGE

Jonah Lee – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Jonah Lee may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 12 contact hours per week, 180 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 9/2/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 6/26/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Jonah Lee – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Jonah Lee may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 12 contact hours per week, 180 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 9/1/16

FOR THE COLLEGE

Douglas F. Kruzel
Vice President, HRM

DATE 6/28/16
## NEW ASSIGNMENT RECORD

### September 2, 2016

#### Your Assignments

<table>
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<tr>
<th>Course Title</th>
<th>CRN</th>
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<th>Cr. Hrs.</th>
<th>Days</th>
<th>Times</th>
<th>Start/End Dates</th>
<th>Hrs.</th>
<th>Rate</th>
<th>Amount</th>
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#### Your Pay

The Fall 2016 semester begins August 29, 2016 and ends December 19, 2016. The Semi-Monthly payroll check dates for your classes are as follows:

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<tr>
<th>Pay Date</th>
<th>CRN/Lumen's ID</th>
<th>Hours/Units</th>
<th>Amount</th>
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</thead>
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<td>Oct. 14, 2016</td>
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<td>16.88</td>
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<tr>
<td>Oct. 31, 2016</td>
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<td>5.63</td>
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<td>Oct. 31, 2016</td>
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<tr>
<td>Nov. 15, 2016</td>
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WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Kenneth Morgan – Fall 2016 Semester

Notwithstanding Section 3.3-Load Distribution of Appendix E, the undersigned parties agree that Kenneth Morgan will be allowed to exceed 165 contact hours for the Fall 2016 Semester. He will be able to teach additional 15 contact hours; however, the annual limits for adjunct remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

[Signature]
David Flizpatrick
President, WCCEA

DATE 9/27/16

FOR THE COLLEGE

[Signature]
Douglas C. Kruzel
Vice President, HRM

DATE 6/28/16
Part-Time Faculty Assignment Record No. 1

NEW ASSIGNMENT RECORD

September 2, 2016

Your Assignments

<table>
<thead>
<tr>
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<th>CRN</th>
<th>Lumens ID</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cr. Hrs</th>
<th>Days</th>
<th>Times</th>
<th>Start/End Dates</th>
<th>Hrs.</th>
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<th>Term Amount</th>
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</tbody>
</table>

Your Pay

The Fall 2016 semester begins August 29, 2016 and ends December 19, 2016. The Semi-Monthly payroll check dates for your classes are as follows:

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>CRN/Lumens ID</th>
<th>Hours/Units</th>
<th>Amount</th>
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<tr>
<td>Oct. 14, 2016</td>
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<td>5.63</td>
<td>$340.50</td>
</tr>
<tr>
<td>Oct. 14, 2016</td>
<td>SCH</td>
<td>3.75</td>
<td>$113.40</td>
</tr>
<tr>
<td>Oct. 31, 2016</td>
<td>91183</td>
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<td>$113.40</td>
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<tr>
<td>Nov. 15, 2016</td>
<td>94624</td>
<td>5.63</td>
<td>$340.50</td>
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<tr>
<td>Nov. 15, 2016</td>
<td>SCH</td>
<td>3.75</td>
<td>$113.40</td>
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<tr>
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</table>
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Charles Graski – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Charles Graski may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 9 contact hours per week, 135 contact hours for the Fall 2016 Semester.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

[Signature]
David Fitzpatrick
President, WCCEA
9/2/16

DATE

FOR THE COLLEGE

[Signature]
Douglas F. Kruzel
Vice President, HRM
6/8/16

DATE
NEW ASSIGNMENT RECORD

August 31, 2016

Your Assignments

<table>
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<tr>
<th>Course Title</th>
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<th>Sec</th>
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<th>Days</th>
<th>Times</th>
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<th>Hrs.</th>
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Totals                      135.00        $7,668.00

Your Pay

The Fall 2016 semester begins August 29, 2016 and ends December 19, 2016. The Semi-Monthly payroll check dates for your classes are as follows:

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>CRN/Lumens ID</th>
<th>Hours/Units</th>
<th>Amount</th>
</tr>
</thead>
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<td>91959</td>
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WASHTENAW COMMUNITY COLLEGE
LETTER OF UNDERSTANDING
Between
THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION
And
THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Adjunct Faculty Tuition Reimbursement

The undersigned parties agree for the purpose of earning required education graduate credits in order to ensure that they are qualified in accordance with HLC Assumed Practices to continue to teach courses as they were considered qualified to teach when they were appointed to adjunct status, a tuition reimbursement eligibility benefit is granted to all adjunct faculty identified by the College as not meeting HLC’s faculty certification requirements. The tuition reimbursement benefit is for up to a total of twelve (12) graduate course credit hours completed by December 31, 2018, or for those faculty receiving notification from the College that they do not meet HLC minimum requirements subsequent from the date of this letter, by within two years of such notification by the College.

The faculty member’s program of study must be approved by the Vice President for Instruction. It is understood that submitted plans are subject to change for any number of reasons, to include changes in course offerings at institutions of higher learning, faculty health, and family issues. It is further understood that those changes may necessitate the extension of this benefit beyond the dates outlined above. Such changes must be approved by the Vice President for Instruction, but he or she is to take a very liberal view when considering those changes.

Tuition reimbursement is for tuition only and does not include reimbursement for fees, books, or other related expenses. Regardless of institution attended, tuition reimbursement will be based on in-state graduate tuition cost at Eastern Michigan University (EMU). These employees are not required to attend EMU.

Tuition Reimbursement Process: Tuition reimbursement will be awarded upon submission of original receipt of tuition payment. Receipt must be submitted within six (6) weeks of payment of tuition.

Continued eligibility for this program is contingent upon verification of grade “B” or better for graduate courses as noted on an official grade report or proof of successful completion of course.

Adjunct faculty who voluntarily fail to maintain their adjunct status to the end of the next full academic year (Fall, Winter, Spring/Summer) following the last semester during which they participated in the program outlined by this letter will be required to payback in full all funds received.

This action constitutes the entire understanding between the parties, and shall not be considered precedent setting in any way.
FOR THE ASSOCIATION

David Fitzpatrick
President, WCQEA

9/2/16

Date

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

6/SEP/16

Date
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Kathy Poston – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Kathy Poston may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. She may teach 9 contact hours per week, 135 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

[Signature]
President, WCCEA

9/19/16

DATE

FOR THE COLLEGE

[Signature]
Douglas P. Kruzel
Vice President, HRM

19SEP16

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Michelle Garey – Fall 2016 Semester

Notwithstanding Section 0118-Assessment Committee, Paragraph 00118.4 of the Master Agreement, the undersigned parties agree to allowing Michelle Garey to receive a full release for Fall 2016 Semester. Therefore, the LOA signed on July 20, 2016, is null and void.

Also, Michelle Garey’s Sabbatical, which the WCC Board of Trustees approved at its May 24, 2016 meeting, and which is scheduled to take place in the Fall 2016 Semester, will be postponed until Winter 2017 Semester. This sabbatical will count against the sabbaticals allocated for AY 2016-17 per Paragraph 0709.1 of the Master Agreement.

This letter constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Jennifer Rivas-Murillo – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that
Jennifer Rivas-Murillo may exceed the eight (8) contact hours per week, 120 contact hours per 15
week term for Fall 2016 Semester. She may teach 10 contact hours per week, 150 contact hours
for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered
precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

9/19/16

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

19569 '16

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Carol Wissel – Fall 2016 Semester

Notwithstanding 3.4-Distribution of Appendix E, the undersigned parties agree that Carol Wissel will be allowed to exceed 135 contact hours for the Fall 2016 Semester. She will be able to teach additional 45 contact hours.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 9/19/16

FOR THE COLLEGE

Douglas P. Kruzel
Associate Vice President, HRM

DATE 9/19/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Michael Nischik – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Michael Nischik may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 9 contact hours per week, 135 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

10/3/16

DATE

FOR THE COLLEGE

Douglas F. Kruzel
Vice President, HRM

20/10/16

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Joseph Varkle – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Joseph Varkle may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 13 contact hours per week, 177 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

FOR THE COLLEGE

DATE

DATE

David Fitzpatrick
President, WCCEA

Douglas P. Kruzel
Vice President, HRM

10/3/16

30/4/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Siri Ibarguen – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Siri Ibarguen may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 10.73 contact hours per week, 137.25 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE 10/17/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 19 Oct '16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Zena Hamdan – Fall 2016 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Zena Hamdan may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Fall 2016 Semester. He may teach 12.3 contact hours per week, 153.00 contact hours for the Fall 2016 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE               10/17/16

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE               1/9/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Carol Wissel – Winter 2017 Semester

Notwithstanding 3.4-Distribution of Appendix E, the undersigned parties agree that Carol Wissel will be allowed to exceed 135 contact hours for the Winter 2017 Semester. She will be able to teach additional 60 contact hours; however, the annual limits for part time adjunct remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WCCEA

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Associate Vice President, HRM

DATE
Washtenaw Community College

Letter of Agreement

Between

The Washtenaw Community College Education Association

And

The Washtenaw Community College Board of Trustees

Ann (Kristy) DeCastro – Winter 2017 Semester

Notwithstanding Section 3-Recruitment, Appointment and Assignment, 3.3-Load Distribution of Appendix E, the undersigned parties agree that Ann (Kristy) DeCastro will be allowed to exceed 135 contact hours for the Winter 2017 semester. She will be able to teach additional 15 contact hours and will not exceed the maximum of 405 contact hours for the 2017 – 2018 academic year.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

For the Association

[Signature]
David Fitzpatrick
President, WCCEA

[Signature]
Douglas F. Kruzel
Vice President, HRM

1/13/17

For the College

17 Jan '17

Date

Date
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

Rachel Hoffman – Winter 2017 Semester

Notwithstanding Section 0107.2 of the Master Agreement, the undersigned parties agree that Rachel Hoffman may exceed the eight (8) contact hours per week, 120 contact hours per 15 week term for Winter 2017 Semester. She may teach 30 contact hours per week, 150 contact hours for the Winter 2017 Semester; however, the annual limits for part time remain in place.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Finnpatrick
President, WCCEA

DATE 2/2/17

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

DATE 2/8/17
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Maryam Barrie - Sabbatical Deferment

Notwithstanding Section 0709.1 of the Master Agreement, the undersigned parties agree that Maryam Barrie will complete the approved 2016 Winter Semester Sabbatical Leave during the 2017 Fall Semester.

This deferment will be in addition to the six (6) full sabbatical leaves granted next contract year.

This action constitutes the entire agreement between the parties, and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

[Signature]
David Fitzpatrick
President, WCCEA

DATE 2/16/17

FOR THE COLLEGE

[Signature]
Douglas P. Kruzel
Vice President, HRM

DATE 16 Febr '17
WASHTENAW COMMUNITY COLLEGE

LETTER OF UNDERSTANDING

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Substitution for Instruction

The undersigned parties agree to the following addition to the Master Agreement between the WCCEA and Washtenaw Community College:

1. There will be a 30-hour (total) limit on substitution for instruction in the Fall and Winter semesters of any academic year.

2. Those faculty who attain the 30-hour limit but who remain below the semester maximum of 315 hours will be able to sub to the semester maximum.

3. Subbing in the Spring/Summer semester will be limited by the requirements of Paragraph 0108.4 of the Master Agreement (total teaching limited to a total of 21 hours per week).

4. This Letter of Agreement will take effect on May 8, 2017.

This letter constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Flaspatrik
President, WCCEA

3/22/17

DATE

FOR THE COLLEGE

Douglas P. Kruzel
Vice President, HRM

2/22 Mar '17

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Appendix A-3 College Calendar 2018-2021

College Calendars 2018-2021 of the Master agreement as attached.

This action constitutes the entire agreement between the parties, and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

[Signature]

David Fitzpatrick
President, WCCEA

4/17/17

DATE

FOR THE COLLEGE

[Signature]

Douglas P. Kruzel
Vice President, HRM

18 Apr '17

DATE
### Fall Semester 2018

<table>
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<tr>
<th>Date Range</th>
<th>Days</th>
<th>Classes</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 22-24</td>
<td>Wednesday-Friday</td>
<td>No Classes</td>
<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>August 27</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
<td>No Classes</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>November 19-20</td>
<td>Monday-Tuesday</td>
<td>No Classes</td>
<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>November 21-25</td>
<td>Wednesday-Sunday</td>
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<td>December 17</td>
<td>Monday</td>
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<tr>
<td>December 19</td>
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### Winter Semester 2019

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<td>All Faculty Report – Faculty In-Service</td>
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<td>Monday</td>
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<td>Classes Begin</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>No Classes</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>February 25-March 2</td>
<td>Monday-Saturday</td>
<td>No Classes</td>
<td>Winter Break</td>
</tr>
<tr>
<td>April 21</td>
<td>Sunday</td>
<td>No Classes</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>May 6</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 8</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
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### Spring/Summer Semester 2019

<table>
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<th>Event</th>
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<tbody>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 27-28</td>
<td>Monday-Tuesday</td>
<td>No Classes</td>
<td>Memorial Day Holiday Break</td>
</tr>
<tr>
<td>July 3-4</td>
<td>Wednesday-Thursday</td>
<td>No Classes</td>
<td>Independence Day Holiday Break</td>
</tr>
<tr>
<td>August 8</td>
<td>Thursday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
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<tr>
<td>August 9</td>
<td>Friday</td>
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### Fall Semester 2019

<table>
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<th>Event</th>
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<td>Classes Begin</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>No Classes</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>November 25-26</td>
<td>Monday-Tuesday</td>
<td>No Classes</td>
<td>All Faculty Report — Faculty In-Service</td>
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<tr>
<td>November 27-</td>
<td>Wednesday-Sunday</td>
<td>No Classes</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 1</td>
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<td></td>
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<tr>
<td>December 16</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 18</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
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### Winter Semester 2020

<table>
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<td>January 20</td>
<td>Monday</td>
<td>No Classes</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>February 24-29</td>
<td>Monday-Saturday</td>
<td>No Classes</td>
<td>Winter Break</td>
</tr>
<tr>
<td>April 12</td>
<td>Sunday</td>
<td>No Classes</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>May 4</td>
<td>Monday</td>
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<tr>
<td>May 6</td>
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### Spring/Summer Semester 2020

<table>
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<th>Time</th>
<th>Event</th>
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<td>Classes Begin</td>
</tr>
<tr>
<td>May 25</td>
<td>Monday</td>
<td>No Classes</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>July 3-5</td>
<td>Friday-Sunday</td>
<td>No Classes</td>
<td>Independence Day Holiday Break</td>
</tr>
<tr>
<td>August 3</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 5</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
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80 Reporting Days
### Fall Semester 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Courses</th>
<th>Event</th>
</tr>
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<tr>
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<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>August 31</td>
<td>Monday</td>
<td>7:00 a.m.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>No Classes</td>
<td>Labor Day Holiday</td>
</tr>
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<td>November 24</td>
<td>Tuesday</td>
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<td>November 25-29</td>
<td>Wednesday-Sunday</td>
<td>No Classes</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 20</td>
<td>Sunday</td>
<td>11:00 p.m.</td>
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</tr>
<tr>
<td>December 22</td>
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<td>Grades Due</td>
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</table>

80 Reporting Days

### Winter Semester 2021

<table>
<thead>
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<th>Date</th>
<th>Day(s)</th>
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<td>January 4-8</td>
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<td>All Faculty Report – Faculty In-Service</td>
</tr>
<tr>
<td>January 11</td>
<td>Monday</td>
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<td>Classes Begin</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
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<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>February 22-27</td>
<td>Monday-Saturday</td>
<td>No Classes</td>
<td>Winter Break</td>
</tr>
<tr>
<td>April 4</td>
<td>Sunday</td>
<td>No Classes</td>
<td>Easter Holiday</td>
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<tr>
<td>May 3</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
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<tr>
<td>May 5</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
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</tbody>
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80 Reporting Days

### Spring/Summer Semester 2021

<table>
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<th>Date</th>
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<tr>
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<tr>
<td>May 31</td>
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</tr>
<tr>
<td>July 4-5</td>
<td>Sunday-Monday</td>
<td>No Classes</td>
<td>Independence Day Holiday Break</td>
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<tr>
<td>August 2</td>
<td>Monday</td>
<td>11:00 p.m.</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 4</td>
<td>Wednesday</td>
<td>12:00 noon</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>
Christopher Troiano

Notwithstanding Section 0202.1 and 0315 of the Master Agreement, the undersigned parties agree that Christopher Troiano will begin his new position of Laboratory Instructor effective April 1, 2018. Mr. Troiano will have until June 1, 2020, to complete his Bachelor's degree and at the completion of the degree, he will start his one (1) year trial period. Mr. Troiano will return to being a lab assistant if he is unable to complete his program of instruction.

This action constitutes the entire agreement between the parties and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

David Fitzpatrick
President, WSCEA

3/15/18
Date

FOR THE COLLEGE

Sam Veltri
Vice President, HRM & Labor Relations

3/16/18
Date
THE WASHTENAW COMMUNITY COLLEGE EDUCATION ASSOCIATION

AND

WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Student Opinion Questionnaire and Curriculum & Assessment Evaluation

The WCCEA and Board of Trustees recognize that the College is primarily a teaching institution, and that teaching plays a central role in the responsibilities of instructional faculty. The BOT and the WCCEA agree that:

A. Section 0206, in its entirety, of the Master Agreement is separate from and not related to the Faculty Evaluation described herein.

B. All reference to the evaluation of full time professional teaching faculty and of adjunct faculty in previous Letters of Agreements are hereby removed. All references to the Student Opinion Questionnaire in Paragraphs 2.0.2 and 2.1 of Appendix E of the Master Agreement are hereby removed.

C. The WCCEA and the Board of Trustees remain committed to supporting the improvement of professional teaching performance.

D. All faculty are required to execute the Student Opinion Questionnaire in their courses.

E. The processes described below, termed the SOQ Evaluation and Curriculum & Assessment Evaluation, are in addition to all other evaluation items in the Master Agreement.

Student Opinion Questionnaires (SOQs):

Student Opinion Questionnaires (SOQs) will be used by all WCC faculty as an informative tool to aid in their professional reflection and improvement of teaching.

Curriculum & Assessment Evaluation:

1. Applies to all full-time professional teaching faculty.

2. Each faculty member will complete one master syllabus revision and one assessment activity (course or program) within a two-year evaluation period. The two-year evaluation
period will begin and end on the first day of In-Service of the Fall Semester. The "Curriculum and Assessment" portion of this Letter of Agreement is considered to have been in effect since August 18, 2015.

3. Each faculty member will identify the proposed curriculum and assessment work via a department activity planning form that will be submitted by the department chair and approved by division dean at the beginning of each two-year evaluation cycle. The proposed curriculum and assessment work of each faculty member will meet the minimum requirement outlined in Paragraph 2. No faculty member can be directly assigned a specific course for curriculum or assessment duties by a supervising dean. Priority should be given to courses that are overdue for curriculum and assessment updates.

4. The departmental activity planning form will be updated at the beginning of each Fall semester.

5. Assessment should precede Master Syllabus revisions if possible.

6. More than one faculty member can assume responsibility for a program or course assessment if such joint collaboration is approved by their division dean; this will satisfy the assessment responsibility for all faculty members involved. Courses that are eligible for more than one faculty member to assess would include courses with a large number of sections and/or courses with an inherent complexity in the assessment of that course.

7. Faculty who qualify for joint assessment must submit an outline of the specific duties and responsibilities that each individual faculty member will complete. The outline shall be approved by the division dean. Any faculty member working on a collaborative joint assessment will not be penalized and/or reprimanded if the duties and responsibilities of the collaborating faculty member are not met and/or impedes a completed assessment.

8. Any faculty member who does not complete both the required curriculum and assessment work minimum within the two-year evaluation cycle defined in Paragraph 2 shall meet with their dean within two weeks of the start of the semester and submit a plan of completion for the required work. A grace period of one semester shall be given for completion of the work. Failure to submit the required work by the end of the grace period may result in disciplinary action under the provisions of Paragraph 0205 of the Master Agreement.

The Contract Implementation Committee agree to closely monitor the implementation and practice of this letter and will recommend changes to the system, as it deems appropriate.

FOR THE ASSOCIATION

[Signature]
David Whitbread
President, WCCEA

Date

FOR THE COLLEGE

[Signature]
Samuel J. Velti
Vice President, HRM & Labor Relations

Date