

Letter of Agreement by and between Lansing Community College and  
Michigan Association of Higher Education  
September 8, 2021

In light of the recent shift to online instruction due to the Coronavirus health crisis, the parties have agreed to enter into this Letter of Agreement to ensure that high quality online instruction is provided to our students.

New full-time teaching faculty who do not have Teaching Online Certification (TOC) will be required to successfully complete TOC training as soon as possible, but no later than the end of their first semester of employment. This training will be provided by the College at no cost to these employees.

Adjunct teaching faculty who have an online teaching assignment and successfully complete TOC during Fall 2021 or Spring 2022 semesters will receive a stipend of \$300.

Part-time academic professionals who have an online teaching assignment and successfully complete TOC during Fall 2021 or Spring 2022 semesters will receive a stipend of \$300.

This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situation; it does not alter any provision of the parties' current collective bargaining agreement.

The parties have voluntarily entered into this Letter of Agreement, which represents their full understanding regarding the matters addressed herein and which may not be modified except by written agreement signed by the College and MAHE.

Signatures



\_\_\_\_\_  
Dr. Sally Welch, Provost

9/8/2021

\_\_\_\_\_  
Date



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Lori Willett, Human Resources Director

09.08.2021

\_\_\_\_\_  
Date



\_\_\_\_\_  
Eva Menefee, MAHE President

9/8/2021

\_\_\_\_\_  
Date