Letter of Agreement by and between Lansing Community College, the Lansing Community College – Michigan Association of Higher Education (MAHE) and the Lansing Community College Part-Time Clerical Technical Union (PTCTU)

December 10, 2018

The above parties freely enter into this agreement to address employment issues arising from the College decision to move the Writing Center work stations into the Learning Commons Department. The following Writing Center employees, who are currently in the PTCTU bargaining unit, will be impacted:

1. Ashley Bennett
2. Emily Guild
3. Darryl Mangles
4. Andrew Seelye
5. Cruz Villarreal
6. Jacob Weiland

Upon reviewing the facts and circumstances surrounding this planned change and the planned work responsibilities, the parties agree to the following:

1. These employees will be notified, via College email, of their opportunity to submit a written request to be placed in a Learning Commons Part-time Professional Tutor position with Probationary Part-time Academic Professional Faculty status, effective January 1, 2019. This position is in the MAHE bargaining unit. The written requests must be submitted to Director Cindy Storie, via College email and using the designated form.

2. Written requests submitted by December 18, 2018, shall be granted, provided the College has received an official transcript, by January 18, 2019, verifying that the requestor has attained the required education credential to perform the essential functions of the Part-time Professional Tutor position (i.e., a related Bachelor’s degree from a regionally accredited college or university, or combination of experience and education equivalent to a Bachelor’s Degree, as determined by the College)

3. Employees who fail to timely submit a written request and official transcript will be subject to step 6 listed below.

4. Employees whose requests are granted:
   a. Shall be placed on the Part-time Professional Tutor Salary Schedule in accordance with Article XXI.B.3 (Advance Placement) of the LCC-MAHE collective bargaining agreement with the understanding that experience as a Writing Assistant, or Lead Writing Assistant, will be considered as relevant.
   b. Shall be subject to a performance review in accordance with Article XIV of the LCC-MAHE collective bargaining agreement during the Spring 2019 semester.
   c. Shall receive pay for all PTCTU Time Off hours, which were earned and unused.

5. Employees with satisfactory performance review ratings:
   a. Will be given Probationary Part-time Professional Tutor assignments for the 2019-20 academic year.
   b. May apply for post-probationary status in accordance with Article XIV, of the LCC-MAHE collective bargaining agreement, with the understanding that satisfactory
completion of part-time work as a Writing Assistant, or Lead Writing Assistant, will be considered as experience with respect to Section I.5.b.3 of Article XIV.

6. Employees who are not assigned to Part-time Professional Tutor positions will be eligible to be assigned temporary or regular PTCTU positions in the Learning Commons, in accordance with the Article VIII, of the LCC-PTCTU collective bargaining agreement, through June 30, 2019. Thereafter, employees in non-regular positions will be subject the provisions of Article X, of the LCC-PTCTU collective bargaining agreement.

This Letter of Agreement is a full and complete resolution of these issues; its provisions are not to be considered as precedent for any other or future situation.

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 LCC, LCC- MAHE, and LCC-PTCTU.

Signatures:

William Feldpausch, MAHE Grievance Chair  
Date: 12/11/18

Jeffrey Wilson, PTCTU President  
Date: 12/11/18

Sally Welch, Associate Vice-President  
Date: 12/12/18

Cindy Storie, Learning Commons Director  
Date: 12/11/2018

James Mitchell, Human Resources Director  
Date: 12/11/18