

## ALC MEETING MINUTES

June 5, 2012

### Membership

Members: Sandra Balkema, Paul Blake, Michael Bouthillier, Robert Buckingham, Cheryl Cluchey, Michael Cooper, Debra Cox, Brian Craig, Debra Curtiss, Deborah Dawson, Cambria DeHoag, Stephen Durst, Van Edgerton, David Frank, Sharon Hamel, Kim Hancock, Susan Hastings-Bishop, Joseph Karafa (chair), Gregory Key, Joe Lipar, Glen Okonoski, Tracy Powers, Piram Prakasam, Theresa Raglin, Steven Reifert, Randall Schroeder, Larry Schult, Todd Stanislav, David Steenstra, Deborah Thalner, Matthew Wagenheim, Kirk Weller, Trinity Williams, Helen Woodman, Jim Woolen, Gregory Zimmerman

### AGENDA

1. Approval of Minutes from 5/22/2012 – Andy Karafa
2. Review of FNTFO Agreement – Steve Stratton
3. Review of Draft FNTFO Member Contract Letters – Paul Blake
4. Open Forum
5. Updates from Colleges/Schools/Departments

### Handouts: Employment Notification Letter Draft

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1. Approval of Minutes from 5/22/2012
  - ❖ Minutes will be re-sent to members for approval through email
2. Review of FNTFO Agreement
  - ❖ Agreement sent to members beforehand
  - ❖ Article 2: Recognition – exclusions listed are important
    1. Must teach face to face on Big Rapids campus to be eligible for union membership
    2. If online or off-campus exceeds face-to-face B.R. campus, they are not eligible to be in union
  - ❖ Article 3: Scope of Agreement – May 4<sup>th</sup> Date of Ratification
    1. All past-practices, negated before date of ratification, and are non-binding
  - ❖ Article 8: Union Rights
    1. New adjuncts are required to attend New Employee Orientation
  - ❖ Article 9: Information
    1. Designation means Adjunct 1, 2, or 3.
    2. Date of Hire may be different from Appointment Start Date
  - ❖ Article 10: Union-Employer Meetings
    1. Familiarize yourself with this section, as you may be asked to arrange a meeting
  - ❖ Article 13: Grievance Procedure
    1. Important to know this section. Time limits as written are binding and must be enforced.
    2. Recommended that a record of any meeting with a subject of a grievance discussion be kept. Clarification with employee that a Step 1 grievance is intended is ideal.
  - ❖ Article 14: Personnel Record – anything that identifies an employee and might be used in decision-making or arbitration regarding employee should be in file in Human Resources.
    1. SAI and IDEA forms must be placed in personnel file in H.R.

- ❖ Article 15: Discipline and Discharge – Reappointment is not mandatory after employment date has ended. No just cause for discharge after employment date has ended is needed.
  - ❖ Article 14: Leave of Absence – Recommend
    1. Level 2 and 3 get 13 sick days per year, starting July 1 and ending June 30.
    2. Sick days used in increments of 4 hours
  - ❖ Article 17: University Required Travel – This article is not intended for travel to teach in Big Rapids.
    1. Consider negotiated mileage compensation placed in salary, not paid separately.
  - ❖ Article 21: Performance Evaluations – Evaluations are required
3. Review of Draft FNTFO Member Contract Letters
    - ❖ Handout: Employment Notification Letter Draft
    - ❖ Please review and provide any feedback to Paul Blake by end of day Thursday, June 7, 2012
    - ❖ Acceptance via email response may be considered in place of signature.
  4. Open Forum
    - ❖ Students need General Ed night classes – keep in mind for Spring 2013 schedule.
  5. Updates from Colleges/Schools/Departments
    - ❖

Adjourned: 9:58 a.m.