

Memorandum of Understanding for Return to Campus Fall 2021

Between Waubensee Community College District #516 and

Waubensee Community College Faculty Council IFT/AFT Local #604

MOU Fall Semester 2021 Preamble:

Unless otherwise agreed to herein, this document is intended to address the extraordinary circumstances of the COVID pandemic affecting all college operations. The purpose of the MOU is to memorialize the understandings that the parties have about how the extraordinary circumstances continue to affect the existing collective bargaining agreement. Neither party is attempting to use the COVID pandemic as a way to leverage any advantage. The parties note that, because the pandemic is a dynamic situation, further bargaining may be needed to address future developments.

All terms of the current 2021-2022 Collective Bargaining Agreement will remain in place. This agreement has been created on a non-precedent setting basis. Consequently, it does not establish any precedent with regard to how any future comparable situations may be addressed.

Section 1. Teaching Modalities and Remote Work for Fall 2021

- a. COVID protocols for change in modalities, invocation of quarantines, etc., will follow college guidelines. In the event that a course or course section modality is altered, affected faculty member(s) will do so in collaboration with the dean or appropriate supervisor to ensure continuity of teaching for students.
- b. Changing modalities of a course or course section during the pandemic sets no precedent for that course being taught in that same modality in subsequent semesters. Deans, in consultation with faculty, maintain the ability to make determinations regarding course scheduling (See CBA, ART. VII, Sec. E.)
- c. Counseling faculty and library faculty in consultation with their supervisors/deans may have the option for remote work as schedules, college needs, and safety demand. (See CBA, ART. VIII, Sec. A. #3 and Sec. B. #3)

The following language was agreed upon by Executive Dean of Student Success and Retention and the Counseling Faculty. Administration and Faculty Council understand that if conditions of the pandemic improve or worsen and/or if demand for services fluctuates for other reasons, this may need to be revisited:

"Serving our students remains our first priority. Counseling faculty will work five (5) days a week with the option of a remote day (Tuesday, Wednesday, or Thursday) and, once a month in September, October, November and December a rotating working Friday in-person. As such, counseling faculty will work two

remote days most weeks. Remote days are defined as working remotely from home. It is acknowledged that if counseling faculty have connectivity issues while working remotely, counseling faculty will need to report to campus or use personal time."

- d. Hybrid attendance for meetings will be available. (See CBA ART VII, Sec. F. #3)
- e. Every effort will be made by the College to wait to schedule Spring 2022 courses and modalities and/or wait to open registration later in Fall 2021 dependent on the evolving pandemic situation.

The Faculty Council agrees to the modification of the working conditions in ART VII, Sec. F, #1, #3 in the interest of flexibility with regard to pandemic contingencies on regular operations for the life of this agreement.

Section 2. Office Hours

Faculty are encouraged to coordinate their regularly scheduled five (5) office hours per week with the modalities employed. When teaching courses with an in-person component, the faculty member will plan some in-person office hours, or when teaching online in some combination, faculty member will plan virtual office hours with regard to student schedules. In multi-modal course offerings, throughout the semester faculty may combine in-person and virtual hours, dependent on class meetings, with a published schedule and/or reminders for students' knowledge. Faculty should designate on their teaching schedules, course syllabus, and Learning Management System: In-Person or Virtual office hours along with day, time, and week date if modality varies.

Section 3. Evaluation of Teaching

Non-tenured faculty will remain on the tenure track timeline and observations will be conducted in the modalities the faculty are teaching.

Section 4. Travel Expenses for Prepaid, Pre-Approved Professional Development

- a. The College shall not seek reimbursement from faculty for nonrefundable pre-paid conference or professional development travel expenses approved by the appropriate administrator if travel was cancelled due to COVID restrictions.
- b. If conference attendance is approved for AY2021-2022, and the conference is moved online, funds for the registration fee and other non-travel related aspects (e.g., pre-conference seminars or on-demand sessions or activities) shall be disbursed or adjusted if fees are changed. Any refunds will go to the College and credited to the balance of the faculty member's professional development funds.

Section 5. Remote-Location Online Learning Support

a. With the pre-approval of the Dean or appropriate supervisor, items that are needed by faculty to alter their online course instruction due to the pandemic, such as purchasing equipment or materials for teaching effectiveness or curricular innovation, may qualify for COVID-specific funding. Requests for such items will be considered for approval on a case-by-case basis. Any approved purchases must comply with all applicable rules and regulations. A specific form will be made available on myWCC for these requests.

Section 6. Technological and Intellectual Property

This section does not suggest any change, but rather reasserts the following specific Board Policies:

- Board Policy – Copyrights 3.300.00
- Board Policy – College Supported Inventions 4.080.02

Information Security Issues and Concerns may be addressed through existing board policies:

- Board Policy – Release of Personal and Private Information 3.050.02
- Board Policy – Information Security 3.050.04

Section 7. Health and Safety

a. Both parties recognize that the College's safety protocols and policies for the College in response to COVID may change with CDC, state and/or public health guidance and new information about the virus or its variants.

b. The College shall continue to include faculty representation in its regular advisory committee meetings with the Kane County Health Department (KCHD). The faculty representative will also be engaged in review and recommendation of substantive revisions to COVID guidelines specific to instructional environments. The committee shall meet at a time and manner with accommodations by request by either party and with a view to the faculty member's teaching and office hours schedule in alignment with the availability of KCHD personnel. By mutual agreement, the College and the faculty representative may cancel or reschedule a meeting.

Response protocols are included in the college's incident response manual, which is available in myWCC.

c. Upon request by faculty teaching on campus, the College shall provide specialty face coverings for employees and students, as needed.

d. The College shall not use any contact-tracing, tracking, self-assessment, notification reports to supervisors, quarantine reports, or other collected data for any purpose other than screening and monitoring for COVID related issues. Once the College as a whole is done using the information, all confidential data will be deleted unless otherwise mandated by municipal,

county, state, or federal law.

Sec. 8. COVID Testing and Vaccinations

- a. Currently, COVID vaccinations are not mandatory but are strongly encouraged.
- b. The College shall continue to provide weekly updates of positive COVID cases that affect college operations via the college's COVID webpage.
- c. The College shall continue to monitor vaccination rates and 7-day rolling average positivity rates in the district via appropriate data sources.

Sec. 9. Leave due to COVID

a. Any faculty or student who has tested positive for COVID shall report their case to COVID19@waubonsee.edu for contact tracing. This e-mail address is also encouraged as the primary point of contact if COVID related questions arise.

b. Incident Response Protocols


Protocols for what to do in the event of a report of a COVID infection are included in the college's COVID-19 Incident Response Manual, which is available in myWCC. Copies of the response procedures specific to instructional situations will also be made available as an attachment to this MOU.

Sec. 10. Modifications to Regular Operations


The College will continue to inform the Faculty Council as it considers modifying regular operations. The College will utilize best practices consistent with the appropriate CDC and State of Illinois guidelines or regulations in cleaning, hygiene, masking, and social distancing with respect to COVID when closing, restricting, or reopening of campus facilities. In the event that there is a conflict between CDC guidelines, which are advisory, and regulations mandated by the State of Illinois, Waubonsee shall follow the State of Illinois regulations.

DATE: August 13, 2021

College Representative _____


Douglas E. Minter, Vice President of Finance and Administration

Faculty Council Representative _____


Jeanne M. McDonald, President, WCC Faculty Council #604