

Memorandum of Understanding
Between
Grand Rapids Community College
And
Grand Rapids Community College Faculty Association

This Memorandum of Understanding ("MOU") is made by and between Grand Rapids Community College ("College") and the Grand Rapids Community College Faculty Association (collectively, "the Parties"), for the purpose of revising numerous calendars set forth in the Parties' collective bargaining agreement ("contract").

The Parties mutually agree as follows:

1. The Parties' contract contains an Appendix ("Appendix A") setting forth various calendars, including the calendars for each academic year during which the Parties' contract is effective, as well as calendars for the College's Early Childhood Learning Lab ("ECLL") and for 44-Week Instructional Laboratory Coordinators and Tutorial Coordinators.
2. Recognizing the value, significance and importance of commencement proceedings to College faculty, staff and students, the Parties have agreed to a revision of the 2024-2025 Academic, ECLL and 44-Week Instructional Laboratory Coordinator and Tutorial Coordinator Calendars.
3. The Parties have agreed to the aforementioned revision, in part, in order to facilitate the College's commencement proceedings taking place at an alternate location than the Parties contemplated at the time their current contract became effective.
4. The Parties hereby agree that the 2024-2025 Academic Calendar contained in Appendix A of their contract shall no longer be considered effective, and shall be replaced with the revised calendar heretofore attached to this MOU as Exhibit A.
5. The Parties hereby agree that the 2024-2025 ECLL Calendar contained in Appendix A of their contract shall no longer be considered effective, and shall be replaced with the revised calendar heretofore attached to this MOU as Exhibit B.
6. The Parties hereby agree that the 2024-2025 44-Week Instructional Laboratory Coordinator and Tutorial Coordinator Calendar contained in Appendix A of their contract shall no longer be considered effective, and shall be replaced with the revised calendar heretofore attached to this MOU as Exhibit C.

7. This MOU shall not alter or amend the contract in any way except as specified herein.

8. This MOU shall not be precedent setting.



Frank Conner
President, Faculty Association



Sheila Jones
Interim Provost

9.25.23
Date

9/25/23
Date

Exhibit A

Grand Rapids Community College

2024-2025 Academic Calendar (Revised 9/2023)

(See separate calendars for ECLL Lab Instructors, Job Training Faculty, Training Solutions, 52-week Counselors/Advisors, 52-week Laboratory Coordinators, Instructional Laboratory Coordinators, and 44-week Tutorial Coordinators)

Fall Semester, 2024

Thursday, August 22	Opening Day Meeting/School Meetings
Friday, August 23	Faculty Preparation
Monday, August 26	Day and Night Classes Begin
Monday, September 2	Holiday (Campus Closed)
Friday, September 6	Weekend Classes Begin
Monday, September 30	Counselor Preparation
Monday, October 14	End of the first 7 Weeks
Tuesday, November 26	Faculty Preparation
Wednesday-Sunday, November 27-December 1	Holiday (Campus Closed)
Friday, December 6	Last Friday Night Classes
Saturday, December 7	Last Saturday Classes
Sunday, December 8	Last Sunday Classes
Monday, December 9	Day Exams & Monday Evening Exams
Tuesday, December 10	Day Exams & Tuesday Evening Exams
Wednesday, December 11	Day Exams & Wednesday Evening Exams
Thursday, December 12	Day Exams & Thursday Evening Exams
Tuesday, December 17	Grades for 14 Week Classes are due by noon *

Winter Semester, 2025

Thursday, January 2	Faculty Preparation
Friday, January 3	Opening Day Meeting/School Meetings/Faculty Learning Day
Monday, January 6	Day & Night Classes Begin & Weekend Classes Begin
Monday, January 27	Counselor Preparation
Sunday, February 23	End of the First 7 Weeks
Monday-Sunday, February 24 – March 2	Mid-Semester Break (Weekend classes meet February 22 and February 23)
Thursday, April 17	Last Thursday Day and Night Classes
Friday, April 18	Last Friday Day and Night Classes
Saturday, April 19	Last Saturday Classes
Sunday, April 20	Last Sunday Classes
Monday, April 21	Day Exams & Last Monday Night Classes
Tuesday, April 22	Day Exams & Last Tuesday Night Classes
Wednesday, April 23	Day Exams & Last Wednesday Night Classes
Thursday, April 24	Commencement
Monday, April 28	Grades for 14 Week Classes are due by noon *

Summer Semester, 2025

Monday, April 28	Restricted Start
Monday, May 5	Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Monday, May 26	Holiday (Campus Closed)
Monday, June 23	End of First 7 Weeks
Tuesday, June 24	Day & Night Classes Begin for Second 7 weeks
Friday, July 4	Holiday (Campus Closed)
Tuesday, August 12	End of Second 7 Weeks & 14 Weeks
Friday, August 15	Summer Session Grades Due by noon *

*Grades for non-14-week classes must be submitted by noon on the third workday after the last day of class.

- Classes that end prior to 5 p.m. are day classes and are to follow this exam schedule
- Classes meeting one day per week on Fridays for 120 minutes or longer will conduct the exam on the last regularly scheduled class day.
- Classes meeting in a condensed format (7-weeks, 10-weeks, etc.) will conduct the exam on the last regularly scheduled class day.

Exhibit B



Grand Rapids Community College
ECLL Lab Instructor
2024-2025 Calendar
 (Revised 9/2023)

2024 DATES:

Tuesday-Friday, August 13-16, and Monday August 19

Tuesday, August 20
 Wednesday, August 21
 Thursday, August 22
 Friday, August 23
 Monday, August 26
 Monday, September 2
 Wednesday, October 30
 Tuesday, November 26
 Wednesday-Friday, November 27- 29
 Thursday, December 19
 Friday, December 20 and Monday, December 23
 Tuesday, December 24
 Wednesday, December 25
 Thursday-Friday, December 26-27
 Monday, December 30
 Tuesday, December 31

DESCRIPTION

First Semester Session-Option 1 includes home visits and required meetings

ECLL Classroom and Center Set-up
 ECLL Open House
 College, School, Department Meetings
 Faculty Classroom Preparation Day
 ECLL Opens for Fall Semester
 Holiday
 Half-day, Afternoon ECLL staff meeting
 Professional Development/Staff Retreat
 Holiday
 Last Work Day
 ECLL Closed / Non-work Day (Unpaid)
 Holiday
 Holiday
 Holiday Shutdown (Unpaid)
 Holiday Shutdown (Unpaid)
 Holiday

2025 DATES:

Wednesday, January 1
 Thursday, January 2
 Friday, January 3

Monday, January 6
 Wednesday, February 19
 Monday, February 24 - Sunday, March 2
 Friday, March 28
 Thursday, April 24
 Friday, April 25

Monday, April 28 - Friday, May 2
 Monday, May 5 - Monday, June 23
 Monday, May 26
 Monday, June 16

Monday, June 23

Holiday
 Faculty Classroom Preparation Day
 Opening Day Meeting/School Meetings/Faculty Learning Day
 ECLL Opens for winter semester
 Half-day, Afternoon ECLL Staff Meeting
 Mid-Semester Break (Non-work Days/Unpaid)
 Professional Development/Staff Retreat
 Commencement/ECLL Closed
 End of Winter Semester/ECLL Closed/Faculty Report
 Work week for all ECLL Faculty
 First Summer Session
 Holiday
 Last Work Day for First Summer Session - Option 1
 Last Work Day for First Summer Session - Option 2

Exhibit C

Grand Rapids Community College
44-week Instructional Laboratory Coordinators and Tutorial Coordinators
2024-2025 Calendar
 (Revised 9/2023)

44-week Instructional Laboratory Coordinators and Tutorial Coordinators work from August 22, 2024 through June 19, 2025 except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Monday, September 2, 2024	Holiday
Wednesday, November 27, 2024	Holiday
Thursday, November 28, 2024	Holiday
Friday, November 29, 2024	Holiday
Tuesday, December 24, 2024	Holiday
Wednesday, December 25, 2024	Holiday
Thursday, December 26, 2024	Paid Non-Work Day
Friday, December 27, 2024	Paid Non-Work Day
Monday, December 30, 2024	Paid Non-Work Day
Tuesday, December 31, 2024	Holiday
Wednesday, January 1, 2025	Holiday
Monday, February 24 - Friday, February 28, 2025	Unpaid Non-Work Days
Monday, May 26, 2025	Holiday