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
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

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

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Monday, September 2, 2024</td>
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<tr>
<td>Wednesday, November 27, 2024</td>
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<td>Thursday, November 28, 2024</td>
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<td>Monday, February 24 - Friday, February 28, 2025</td>
<td>Unpaid Non-Work Days</td>
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<td>Monday, May 26, 2025</td>
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