

LETTER OF UNDERSTANDING

between

LANSING COMMUNITY COLLEGE

and

LCC ADMINISTRATIVE ASSOCIATION/AFT MICHIGAN, AFT, AFL-CIO

LCC ESP MEA/NEA

LCC MAHE/MEA/NEA

CAPITAL CITY LODGE NO. 141, FRATERNAL ORDER OF POLICE, LABOR PROGRAM INC.

HOTEL EMPLOYEES AND RESTAURANT EMPLOYEES UNION, LOCAL 24, AFL-CIO

LCC PTCTU/MEA/NEA

LCC EMPLOYEES CHAPTER OF LOCAL 1390, AFFILIATED WITH COUNCIL #25, A.F.S.C.M.E,

AFL-CIO LANSING COMMUNITY COLLEGE

Lansing Community College (LCC) has determined that it is in the best interest of the College to implement the Banner Technology System (Banner). The College and the employee groups agree that the intent is to have competent users, a viable and accurate product, and that the system for getting there should be collegial and not punitive. In order to fulfill this intent, the parties set forth the following understanding:

- The College will implement Banner module by module on a schedule developed by the LCC Administration with input from employees.
- All current employees who will be required to utilize Banner will be provided training in all areas necessary to perform their professional responsibilities. Supervisors will collaborate with employees to determine the training required.
- New employees will receive an orientation and the training needed to perform their job responsibilities.
- Training programs will be developed utilizing best practices. Various formats will be used and various methods will be developed for testing competency.
- Employees who require ADA accommodation will be provided such accommodation prior to the onset of training.
- Employees will complete training during their regular work hours to the extent possible. If this is not possible, employees will be compensated for attending training outside their regularly scheduled work hours.
- Each employee will be tested for his/her competency on each different module.
- Training participants will have the opportunity to provide feedback about the training to the leader of the Banner Training Team. The feedback will be carefully considered and, where appropriate, the training will be modified in order to provide adequate and appropriate training. Modifications may be made to training content, delivery methods, instructors, or other areas.
- An employee who does not demonstrate competency in Banner will be allowed to repeat the training.
- If an employee does not demonstrate competency in Banner after repeating the training, his/her supervisor can determine a plan for securing competence after consulting with the employee. Such discussion will include needed accommodations, alternate delivery methods, the need for a mentor or tutor or any other option for success.
- If an employee is not deemed competent in Banner after implementing such informal plan, a formal action plan will be developed. The plan may include a transfer, a modification in job duties, or any other option deemed appropriate.
- If an employee cannot demonstrate competency in Banner, action under the employee's collective bargaining agreement will be utilized.
- Refresher training will be provided to employees as needed.
- Employees will be trained on any modifications in the Banner processes.
- Employees will be provided with back up materials that will enhance the learning experience.

- The Banner Training Team will track the competency testing (e.g. how many on the first try, second try), what modifications were made and how effective those modifications were. The information will be provided to the signatories to this agreement. The data will be provided anonymously, for accountability purposes only.

This letter of understanding was developed to deal with the Banner training situation only. This letter of understanding shall not set any precedent and does not modify the collective bargaining agreements of any of the parties.

Queen McMiller, Chief Human Resources Officer
Lansing Community College

Date

Eric Glohr, President
LCC Administrative Association/AFT Michigan,
AFT, AFL-CIO

Date

Terry Wellman-Hansen, President
LCC ESP/MEA/NEA

Date

Cindy Storie, President
LCC MAHE/MEA/NEA

Date

Marcia Cihak, President
Capital City Lodge No. 141, Fraternal Order of Police,
Labor Program Inc.

Date

Mary Collins, President
Hotel Employees and Restaurant Employees Union
Local 24, AFL-CIO

Date

Zach Hansen, President
LCC PTCTU/MEA/NEA

Date

Ted Szymanski, President
LCC Employees Chapter of Local 1390,
affiliated with Council #25, A.F.S.C.M.E., AFL-CIO

Date