



To: All Part-time Advisors
From: Layne Ingram and Eva Menefee
Date: August 23, 2018
Subject: Letter of Agreement Revising Part-time Advisor Salary Schedules

This joint memorandum is to inform you that MAHE and the College have entered into a Letter of Agreement (See the attached document) to revise the salary schedules for Part-time Advisors for the 2018-19 and 2019-20 academic years. The revised schedules are effective at the start of the 2018-19 academic year. The primary focus of this agreement is to address pay inequity for those with Academic Advisor responsibilities. Please review the attachment and the explanation below, and contact us if you have concerns or questions.

It is noteworthy that under this agreement:

- No one's pay is negatively impacted, as compared to the pay they would have received absent this agreement.
- Each schedule has only one scale.
- For Academic Advisors, the scales are the old MD (Master's Degree) scales, because that is the degree required for these positions.
- For Career Advisors, the scales are the old BD (Bachelor's Degree) scales, because that is the degree required for these positions.

Layne Ingram
Associate Dean

Eva Menefee
MAHE President

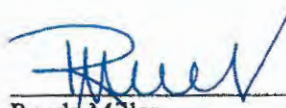
CC: Elaine Pogoncheff, Provost
Ronda Miller, Interim Dean
James Mitchell, Director of Labor and Employee Relations
Mary Stroebel, Director of Compensation and Benefits

Letter of Agreement (LOA) Between
The Lansing Community College Chapter of the Michigan Association For Higher
Education at Lansing Community College MEA/NEA
And
Lansing Community College

The Lansing Community College Chapter of the Michigan Association For Higher Education at Lansing Community College and Lansing Community College agree to, for the 2018-19 and 2019-20 academic years, modify the salary schedules for part-time Academic Advisors and add salary schedules for part-time Career Advisors, as specified below.

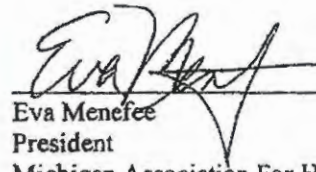
This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situation; it does not alter any other provisions of the parties' current collective bargaining agreement.

The parties have voluntarily entered into this Letter of Agreement, which represent their full understanding regarding the matters addressed herein and which may not be modified except by written agreement signed by the College and MAHE.



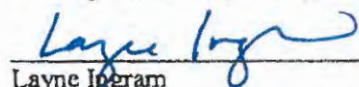
Ronda Miller
Dean of Student Affairs
Lansing Community College

8/24/18
Date



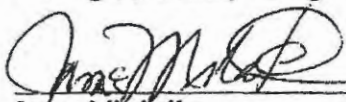
Eva Menefee
President
Michigan Association For Higher Education

8/21/18
Date



Layne Ingram
Associate Dean of Student Affairs
Lansing Community College

8/21/18
Date



James Mitchell
Director of Labor and Employee Relations
Lansing Community College

8/21/18
Date

Effective at the beginning of the first full pay period of the 2018-19 academic year, the following schedule shall be in effect:

2018-19

PART-TIME ACADEMIC ADVISOR SCHEDULE
RATE PER CLOCK HOUR

Step	
1	\$18.95
2	\$19.55
3	\$20.14
4	\$20.75
5	\$21.34
6	\$21.94
7	\$22.54
8	\$23.14
9	\$23.73
10	\$24.34
11	\$24.93
12	\$25.53
13	\$26.13

Effective at the beginning of the 2018-19 Academic Year, part-time Academic Advisors who are not red circled, at the top of the scale, or placed on the part-time Career Advisor schedule in conformance with this Letter of Agreement, will advance one step on the above revised schedule at the beginning of the first full pay period on or after the member has satisfactorily completed a full year of service in the current position and step, except that probationary Academic Advisors will not advance beyond Step 7. For example, employees on step 6 of the BD or MD scale on the 2017-18 schedule will be moved to Step 7 of the above schedule.

Effective at the beginning of the first full pay period of the 2019-20 academic year, the following schedule shall be in effect:

2019-20

PART-TIME ACADEMIC ADVISOR SCHEDULE
RATE PER CLOCK HOUR

Step	
1	\$19.23
2	\$19.84
3	\$20.45
4	\$21.06
5	\$21.66
6	\$22.27
7	\$22.88
8	\$23.49
9	\$24.09
10	\$24.70
11	\$25.30
12	\$25.92
13	\$26.52

Effective at the beginning of the 2019-20 Academic Year, part-time Academic Advisors who are not red circled or at the top of the scale will advance one step at the beginning of the first full pay period on or after the member has satisfactorily completed a full year of service in the current position and step, except that probationary Academic Advisors will not advance beyond Step 7.

Effective at the beginning of the first full pay period of the 2018-19 academic year, the following schedule shall be in effect:

2018-19

PART-TIME CAREER ADVISOR SCHEDULE
RATE PER CLOCK HOUR

Step	
1	\$17.81
2	\$18.38
3	\$18.94
4	\$19.50
5	\$20.06
6	\$20.62
7	\$21.19
8	\$21.75
9	\$22.31
10	\$22.87
11	\$23.43
12	\$23.99
13	\$24.56

Effective at the beginning of the 2018-19 Academic Year, part-time Career Advisors who are not red circled or at the top of the scale will advance one step on the above schedule at the beginning of the first full pay period on or after the member has satisfactorily completed a full year of service in the current position and step, except that probationary Career Advisors will not advance beyond Step 7. For example, part-time Career Advisors on step 6 of the BD or MD scale on the 2017-18 part-time Academic Advisor schedule will be moved to Step 7 of the above schedule.

Effective at the beginning of the first full pay period of the 2019-20 academic year, the following schedule shall be in effect:

2019-20

PART-TIME CAREER ADVISOR SCHEDULE
RATE PER CLOCK HOUR

Step	
1	\$18.08
2	\$18.65
3	\$19.22
4	\$19.79
5	\$20.36
6	\$20.93
7	\$21.50
8	\$22.07
9	\$22.64
10	\$23.21
11	\$23.78
12	\$24.35
13	\$24.92

Effective at the beginning of the 2019-20 Academic Year, part-time Career Advisors who are not red circled or at the top of the scale will advance one step at the beginning of the first full pay period on or after the member has satisfactorily completed a full year of service in the current position and step, except that probationary Career Advisors will not advance beyond Step 7.