

## MEMORANDUM OF UNDERSTANDING

2020-02

### Full-Time Counselor Alternative Service Delivery

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) temporarily agree to the terms set forth in this document between the dates of January 4, 2021 and the earlier of May 19, 2021 or the date upon which the entire jurisdiction of the College either (a) enters “Phase 5” of Governor Pritzker’s “Restore Illinois” plan as currently written (or achieves the functional equivalence of such status); or (b) enters “Phase 3” or a lower Phase of Governor Pritzker’s “Restore Illinois” plan as currently written (or achieves the functional equivalence of such status) (hereinafter, the “Memorandum Termination Date”). This agreement, will be applicable only to full-time Counselors (hereinafter, “Counselors”).

The Parties agree that there will be full-time Counselors on campus as set forth on the attached Exhibits, unless superseded by the limitation set forth above. Modifications to the Exhibits shall be proposed by the Counselors, but subject to the determination of the Vice President for Student Services. When not working on campus Counselors shall satisfy their originally scheduled 7-hour days of counseling service remotely. They may do so in various ways, including but not limited to personal phones, video conferencing, etc.

The College shall make reasonable efforts to discourage face-to-face meetings on campus and to encourage the use of remote online meetings and phone conferences. The College shall make a computer lab available to students who do not have access to other electronic devices for purposes of participating in remote online (e.g. “Zoom”) meetings with Counselors.

The College shall make a classroom available for face-to-face meetings between Counselors and students such that meetings shall not be required to take place in the office of a Counselor. Such classroom will be cleaned between meetings by persons other than the Counselor, in accordance with the College’s room-cleaning protocol. Students and Counselors will be required to wear masks and to maintain social distance during such meetings.

The College will provide access to computers, to be used by the Counselors only for work-related purposes, which shall provide access to the “Colleague” software system at the College. Such computers shall remain the property of the College and the College may take whatever security precautions regarding such computers from time to time as it deems appropriate.

This Agreement may be extended upon mutual written agreement of both Parties. Upon the Memorandum Termination Date the Parties shall return to the resumption of the working conditions, Board Policies, Employee Handbook, and College custom which existed immediately prior to the first Covid related MOU on or about March 16, 2020.

The Parties acknowledge that the terms of this MOU are based on the unique facts and circumstances set forth in this MOU. The Parties acknowledge that the arrangements set forth

herein shall be non-precedential, and in no way can be construed to require either party to make the same, similar or other adjustment in future documents.

The Parties acknowledge that by agreeing to this MOU: (a) there is no need to re-open the current Collective Bargaining Agreement between the Parties.

The parties waive their rights to raise additional issues relating to modified working conditions and modes of education delivery for full-time faculty which are in the process of being implemented through this document, and: 1) the Fall Planning Committee Instructional Mode Survey and 2) discussions between the Deans and impacted faculty members (all of which culminated in the current fall 2020 class schedule).

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810



By: Tracy D. Lee

Date: December 1, 2020

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513



By: Dr. Jerry Corcoran

Date: December 1, 2020

# JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 New Year's Day	2
3	4 ACD Renee 9-5 Jim 8-4 Missy 8-4	5 ACD Renee 12-7	6 RACD Jim 8-4	7 RACD Missy 8-4	8 RACD Renee 9-5 Jim 8-4 Missy 8-4	9
10	11 RACD Renee 9-5 Jim 8-4 Missy 8-4	12 RACD Renee 12-7	13 In-Service All Remote	14 Missy 8-4	15 Renee 9-5 Jim 8-4 Missy 8-4	16
17	18 M L King Day College Closed	19 Renee 12-7	20 Jim 8-4	21 Missy 8-4	22 Renee 9-5 Jim 8-4 Missy 8-4	23
24	25 Renee 9-5 Jim 8-4 Missy 8-4	26 Renee 12-7	27 Jim 8-4	28 Missy 8-4	29 All Remote for 3/29 Reg Opens	30
31	1	2	3	4	5	6

# FEBRUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Renee 9-5	2 Jim 12-7	3 Missy 12-7	4 Renee 9-5	5 Jim 8-4	6
7	8 Missy 8-4	9 Renee 12-7	10 Jim 8-4	11 Missy 8-4	12 Renee 9-5	13
14 Valentine's Day	15 Presidents' Day College Closed	16 Jim 12-7	17 Missy 12-7	18 Renee 9-5	19 Jim 8-4	20
21	22 Missy 8-4	23 Renee 12-7	24 Jim 8-4	25 Missy 8-4	26 Renee 9-5	27
28	1	2	3	4	5	6

# MARCH 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 Jim 8-4	2 Missy 8-4	3 Renee 9-5	4 Jim 8-4	5 Missy 8-4	6
7	8 Renee 9-5	9 Jim 12-7	10 Missy 12-7	11 Renee 9-5	12 Development Day All Remote	13
14	15 Spring Break	16 Spring Break	17 Spring Break	18 Spring Break	19 Spring Break College Closed	20
21	22 Jim 8-4	23 Missy 8-4	24 Renee 9-5	25 Jim 8-4	26 Missy 8-4	27
28 REG Opens Friday 4/2	29 Renee 9-5 Jim 8-4 Missy 8-4	30 Renee 12-7	31 Jim 8-4	1	2	3

# APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 Missy 8-4	2 REG Open/Good Friday Renee 9-5 Jim 8-4 Missy 8-4	3
4 Easter Sunday	5 Renee 9-5 Jim 8-4 Missy 8-4	6 Renee 12-7	7 Jim 8-4	8 Missy 8-4	9 Renee 9-5 Jim 8-4 Missy 8-4	10
11	12 Renee 9-5 Jim 8-4 Missy 8-4	13 Renee 12-7	14 Jim 8-4	15 Missy 8-4	16 Renee 9-5 Jim 8-4 Missy 8-4	17
18	19 Renee 9-5 Jim 8-4 Missy 8-4	20 Renee 12-7	21 Jim 8-4	22 Missy 8-4	23 Renee 9-5 Jim 8-4 Missy 8-4	24
25	26 Renee 9-5 Jim 8-4 Missy 8-4	27 Renee 12-7	28 Jim 8-4	29 Missy 8-4	30 Renee 9-5 Jim 8-4 Missy 8-4	31

# MAY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Renee 9-5 Jim 8-4 Missy 8-4	4 Renee 12-7	5 Jim 8-4	6 Missy 8-4	7 Renee 9-5 Jim 8-4 Missy 8-4	8
9 Mother's Day	10 Renee 9-5 Jim 8-4 Missy 8-4	11 Renee 12-7	12 Jim 8-4	13 Missy 8-4	14 Renee 9-5 Jim 8-4 Missy 8-4	15
16	17 Renee 9-5 Jim 8-4 Missy 8-4	18 Renee 12-7	19 Grades Due 10AM Jim 8-10	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day	1	2	3	4	5