10 JULY 2018

Letter of Agreement

Between: Bay de Noc Community College & Teacher’s Education Association (M.E.A. Affiliate)

Regarding: Summer Office Hours

Date: 12 July 2018

This Letter of Agreement serves as recognition that Bay de Noc Community College (Bay College) and the Teacher’s Education Association (M.E.A.) enter into an agreement to eliminate inconsistencies between Master Agreement language (specifically 1002.2) "Summer school instructors shall keep and post office hours equal to one-half (½) hour per week per credit hour up to a maximum of two (2) office hours per week, in minimum one-half (½) hour time blocks", AND past practices.

This Letter of Agreement allows for summer office hours to be held virtually (online) when the course is being delivered in an online or a hybrid format. This Letter also acknowledges that summer school instructors will agree to meet face to face with students at a mutually agreeable time, when necessary, and that summer office hours will otherwise meet the provisions contained in 0101 E. of the Master Agreement when not in conflict with this Letter of Agreement.

[Signatures]

President – M.E.A. Affiliate

President – Bay de Noc Community College

[Dates]