

LETTER OF UNDERSTANDING (LOU)

Remote and Hybrid Meeting Participation

We, Heartland Community College District No. 540 (hereinafter referred to as "the College"), and the Heartland Faculty Association, Local 6038 (hereinafter referred to as "the HFA"), hereby enter into this LOU to address concerns regarding remote and hybrid meeting participation, as stipulated in Section 10.2 of the Collective Bargaining Agreement.

Section 10.2 of the Collective Bargaining Agreement outlines that "The College will strive to provide meeting access in remote or hybrid modalities, when reasonable. " While we acknowledge the importance of remote access to meetings, it has come to our attention that a lack of active participation in these meetings has become a concern. Despite high attendance, there is often limited engagement. In response to these issues, we believe it is essential to establish clear guidelines for virtual meetings, particularly those where faculty attendance is required or at shared governance committee meetings.

To address these concerns, we propose the following virtual meeting rules for all participants:

1. Review agenda and meeting materials: When appropriate, participants will receive meeting agendas and relevant materials in advance to facilitate better preparation and engagement. When provided, participants are expected to review agenda and meeting materials prior to meetings.
2. Use a quiet, distraction-free location: Participants should find a quiet location to participate in the meeting and avoid any distractions.

3. Be on time: Participants should log in a few minutes before the scheduled start time to ensure they are ready to go when the meeting starts.
4. Use video: Meeting organizers and committee chairs shall set policies for camera usage but are encouraged to require camera usage, when appropriate. In the absence of policies, participants should turn on their cameras for a more engaging and interactive meeting environment.
5. Mute yourself when not speaking: This will help reduce background noise and make it easier for others to hear the speaker.
6. Participate actively: Participants are expected to actively engage in discussions and respond to questions or polls presented during the meeting.
7. Avoid side conversations and multitasking: Keep the conversation focused on the topic at hand and avoid side conversations or distractions. Avoid multitasking or doing other work during the meeting.
8. Stay respectful: Participants are expected to maintain a respectful and professional tone during the meeting, ensuring that everyone's perspective is valued.
9. Follow up: If action items are assigned during the meeting, follow up on them promptly after the meeting ends.

By incorporating these rules, we aim to enhance participation, communication, and the overall quality of remote and hybrid meetings, ensuring that the intent of Section 10.2 of the Collective Bargaining Agreement is upheld.

Any proposed amendments or modifications to these rules shall be subject to mutual agreement between the College and the HFA. This LOU shall become effective upon the

signatures of both parties.

Heartland Community College
District No. 540

By:



President

Date:

10/30/23

Heartland Faculty Association
Local 6038, IFT/AFT, AFL-
CIO

By:



President

Date: Oct. 30, 2023
