

## **LETTER OF AGREEMENT**

Between Heartland Community College (the College)  
and the Heartland Faculty Association (the Association)

### **Regarding Section 13.3 Meeting Modality, Related Procedures, and Training**

#### **Purpose**

This Letter of Agreement (LOA) clarifies the parties' shared understanding of Section 13.3 of the Collective Bargaining Agreement (CBA) and outlines expectations related to meeting modality, exceptions, and training. This agreement reflects the resolutions achieved at Stage 3 of the grievance process.

#### **1. Meeting Modality and Required In-Person Meetings**

**A.** The parties acknowledge that virtual and hybrid meetings are effective for most meetings but that there are situations where the objectives and outcomes of a meeting are better supported by in-person interaction. As such, the following meetings may be held in an in-person only format at the College's discretion:

- Beginning-of-semester Provost and divisional/departmental meetings
- New employee orientation meetings
- Accreditation preparation and site visit meetings; where the primary purpose of the meeting is preparation for an upcoming accreditation submission or site visit
- Conflict resolution meetings

Nothing in this agreement prohibits the College from choosing to offer these meetings in virtual or hybrid formats.

**B.** In addition to meetings identified in bullets 2-4 in Section 1A, the parties agree that one mandatory in-person meeting day per semester is appropriate. Beginning-of-semester Provost and divisional/departmental meetings are likely to occur on this designated in-person day. Multiple meetings may be scheduled on this day for efficiency, provided meeting management practices prevent participant overload. If the College chooses to use the designated in-person day for meetings other than the Provost or divisional/departmental meetings, then the Provost and divisional/departmental meetings will include a virtual or hybrid participation option.

**C.** Faculty may request alternate forms of participation for the in-person meetings listed in Sections 1A and 1B in cases such as emergencies, illness, safety concerns, or other comparable circumstances. These exceptions may be granted when mutually agreed upon between the meeting convener and the faculty member.

**D.** For mandatory meetings scheduled outside Sections 1A and 1B, a virtual or hybrid participation option will be provided, at minimum, upon request. This includes providing virtual

or hybrid access for faculty serving on Shared Governance Committees under CBA Section 11.3 when those committees meet.

**E.** The College is not required to provide virtual or hybrid participation options for non-mandatory meetings (such as campuswide kickoffs or Campus Conversations) unless explicitly designated as mandatory and not scheduled as part of the one mandatory in-person meeting day. When not mandatory, these events may be recorded for later viewing. Nothing in this agreement prevents the College from choosing to offer virtual or hybrid options for such events.

**F.** Faculty who do not seek an exception under Section 1C and do not attend the required in-person meeting day described in Section 1B may be required to use applicable leave.

## **2. Discipline and Grievance Meetings**

The parties agree that Section 13.3 does not apply to disciplinary or grievance meetings. Nothing in this agreement modifies or reinterprets Article VI (Grievance Procedure) or Article VIII (Disciplinary Procedures).

## **3. Hybrid and Virtual Meeting Facilitation Training**

**A.** The parties agree that training on effective meeting facilitation, including hybrid and virtual meetings, will improve working relationships and meeting outcomes.

**B.** The College will develop this training no later than the end of spring 2026.

**C.** Training will be made available to all meeting conveners and may include components such as:

- Effective meeting facilitation
- Procedures and technology for virtual and hybrid meetings
- Strategies for managing hybrid discussions
- A resource toolkit for conveners

**D.** Although available to all conveners, individuals who convene meetings involving faculty on a regular basis, as identified by the College in consultation with the Association, will be required to complete this training. Faculty serving in leadership roles and as meeting conveners, such as chairs of shared governance committees, will also be required to complete this training.

## **4. Withdrawal of Records Request and Grievance**

Upon execution of this agreement, the Association will withdraw grievance HFA2026-1 and its pending records request related to that grievance. Both parties agree that any written statements related to the records request or at any stage of the grievance are withdrawn, will not be treated as precedent, and will not be considered statements of bargaining history.

## 5. Duration

This agreement takes effect upon the date of final signature and remains in effect until expiration of the 2025-2030 CBA unless amended or renewed by mutual written consent.

## Signatures

For Heartland Community College

Name: Keith Cornella

Title: President

Date: 12/12/2025

For the Heartland Faculty Association

Name: S. Migotsky

Title: President, HFA

Date: 12/12/2025









# LOA - Meeting Modality (2) - Bachelor edit (002)

Final Audit Report

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