

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

October 20, 2015 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     September 2, 2015 Board Retreat  
                                  September 15, 2015 Budget Work Session  
                                  September 15, 2015 Regular Meeting  
                                  September 29, 2015 Audit Committee Meeting
- IV. Public Comments
- V. Introductions
- VI. Community Foundation of Northern Illinois Rubin Education Challenge
- VII. Audit Report
- VIII. Foundation Report
- IX. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- X. Main Motions
  - A. Academic
    - 1. Associate of Applied Science (AAS) to Bachelor's Degree-Completion Program Agreement Between Highland Community College and Northern Illinois University (Page 3)
    - 2. Olivet Nazarene University and Highland Community College RNBSN Program Articulation Agreement (Page 11)
    - 3. Pursue ONU Partnership Agreement Between Olivet Nazarene University and Highland Community College (Page 15)
    - 4. Memorandum of Agreement Between Highland Community College and the Early EdU Pilot Program Acting Through the University of Washington (Page 20)

B. Administration

1. Second Reading: Revised Policy Manual Appendix – Information Technology Services Acceptable Use Guidelines (Page 25)

C. Personnel

1. Revised Job Description: Institutional Research Data Reporting Analyst (Page 36)

D. Financial

1. Acceptance of FY15 Annual Audit (Page 39)
2. Payment of Bills and Agency Fund Report (Page 40)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 42)
- B. Enrollment
- C. Student Trustee
- D. Audit Committee Chair
- E. ICCTA Representative
- F. ACCT Central Region Representative
- G. Board Chair
- H. Administration

XII. Old Business

**XIII. CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

**XIV. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – November 17, 2015 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – December 2, 2015 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVII. Adjournment

**AGENDA ITEM #IX-C-1  
OCTOBER 20, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the part-time instructors, overload, and other assignments be approved for the Fall semester of 2015.

**BACKGROUND:** The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: \_\_\_\_\_

Fall 2015				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Heidi	Spotts-Manthey			Accompanist for Youth Choir				\$200.00
Nadia	Wirchnianski			Accompanist for Chorale				\$1,400.00
Amy	Chamberlin			Part-time Instruction Supervision				\$125.65
Amy	Chamberlin			Part-time Instruction Supervision				\$1,005.16
Justin	Ebert			Part-time Instruction Supervision				\$251.29
Denise	Johnson			Part-time Instruction Supervision				\$753.90
Jeremy	Monigold			Part-time Instruction Supervision				\$502.60
Todd	Vacek			Part-time Instruction Supervision				\$251.29
Ellen	McGinnis		MATH E1	MAC LAB		2	\$479.40	\$958.80
Brian	Moore	4026	ENGL121E	Rhet & Comp I		3	\$628.22	\$1,884.66
Daryl	Watson	3538	HIS141DC	Western Civ		3	\$535.91	\$1,607.73
Daryl	Watson	3539	HIS143DC	US History I		3	\$535.91	\$1,607.73
Dagny	Brandt		MUS171A	Applied Music Major				\$1,200.00
Gary	Brubaker		MUS172A	Applied Music Minor				\$200.00
Jody	Brubaker		MUS171A	Applied Music Major				\$400.00
Rianna	Caswell		MUS171A	Applied Music Major				\$1,600.00
Rianna	Caswell		MUS172A	Applied Music Minor				\$400.00
John	Hartman		MUS171A	Applied Music Major				\$1,200.00
Chris	Korf		MUS171A	Applied Music Major				\$400.00
Allen	Redford		MUS172A	Applied Music Minor				\$200.00
Jon	Watson		MUS171A	Applied Music Major				\$400.00
Gail	Myers			Bowling Coach				\$4,188.16
Jeremy	Monigold	3383	INFT180A	Intro to Info Systems		3	\$1,256.45	\$3,769.35
Jeremy	Monigold	3392	INFT182N	Microcomputer Hdwe		1.36	\$1,382.10	\$1,879.66
Anthony	Boyle			Intramural Director				\$500.00
Cindy	Tessendorf	3987	PERS036JCC	Kettle Bell Intro	3		\$25.00	\$75.00
Lindsay	Heitz	3931	PERS037ACC	Color My Home	2		\$20.00	\$40.00
Jim	Palmer	3892	PERS036ACC	Basic Auto Maint	4		\$15.00	\$60.00
Colette	Binger	3428	PSY160N	Psych of Human Relations		2	\$535.91	\$1,071.82
Kim	Ramirez			Medical Coding Class				\$6,210.00

**AGENDA ITEM #X-A-1  
OCTOBER 20, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ASSOCIATE OF APPLIED SCIENCE (AAS) TO  
BACHELOR'S DEGREE-COMPLETION PROGRAM AGREEMENT (OFF-CAMPUS)  
BETWEEN HIGHLAND COMMUNITY COLLEGE AND  
NORTHERN ILLINOIS UNIVERSITY**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the Board of Trustees approves the attached Associate of Applied Science (AAS) to Bachelor's Degree-Completion Program Agreement (Off-Campus) between Highland Community College and Northern Illinois University.

**BACKGROUND:** This agreement will allow Highland students in either the Automotive Body Repair, Automotive Mechanics, or the Wind Turbine Technician AAS degrees to transfer seamlessly into the Bachelor of Science in Technology (Applied Manufacturing Technology) program. In general, students will complete several general education requirements plus receive prior learning credits for completing their AAS degree at Highland Community College. These students will then be required to complete additional online courses from Northern Illinois University to fulfill the remaining requirement of the Bachelor of Science in Technology degree. In essence, this is a 3+1 agreement in which Highland Community College students are able to not only complete their first three years of a BS degree at Highland Community College, but they can complete the final fourth year online and not need to travel or leave this region. The program requirements are outlined in the attached agreement.

BOARD ACTION: \_\_\_\_\_



**Northern Illinois  
University**  
*Learning Today, Leading Tomorrow*

## Memorandum of Understanding



**HIGHLAND  
COMMUNITY  
COLLEGE**

### **AAS to Bachelor's Degree-Completion Program Agreement (Off-Campus)**

Between the Highland Community College and Northern Illinois University

October 2015

In order to meet the bachelor's degree-completion needs of skilled technologists with Associate of Applied Science ("AAS") degrees, the Highland Community College ("HCC") and Northern Illinois University ("NIU") have reached an agreement to develop a coordinated curricular pathway to ensure the maximum number of credits for transfer between the two institutions referred to herein as the Off-Campus AAS to Bachelor's Degree-Completion Program ("Program"). This pathway will facilitate efficient transitions for students seeking to complete an online Bachelor of Science in Technology, with an emphasis in Applied Manufacturing Technology. The purpose of this Memorandum of Understanding ("MOU") is to document the terms agreed to by both organizations in connection with the Program.

The parties agree as follows:

1. Curriculum. Consistent with the requirements for NIU's baccalaureate degree-completion programs for students with AAS degrees in approved programs as reflected in Appendix B attached hereto and incorporated herein by reference, highlights of the agreed upon curriculum are as follows:
  - Students with an approved AAS degree who are admitted to the Program are understood to have earned at least 59 hours of community college credit that can be applied toward the BS degree. These credit hours include approximately 16 credits officially transferred from the community college as well as up to 43 hours of NIU credit awarded to students in recognition of prior learning in a technical area of study gained during the AAS degree program.
  - Admitted students will need to complete all NIU general education requirements, plus additional degree requirements as specified in Appendix A. These requirements can be met by satisfactorily completing articulated course equivalents at HCC. NIU will prepare a detailed degree-completion pathway guide for students transferring from HCC.
  - NIU will provide a rotation of upper-division courses delivered fully online that will meet the requirements for the Bachelor of Science in Technology. See Appendix A for curriculum details.
  - The NIU academic advisor will work with HCC advisors to assist with the transcript review process and to ensure a seamless transfer of stipulated credits.
  - Students may begin taking NIU courses at any time following formal admission, assuming they have completed pertinent course prerequisites.
2. Admission Requirements. Admission to the Program requires that applicants be admitted to NIU as a regular degree-seeking student and have completed an approved AAS degree in a specified technology discipline. All other prevailing requirements governing the transfer of students between the two institutions will hold for this agreement.

3. Academic Advising. The NIU Technology program academic advisor is available to meet, or communicate, with each student prior to admission to assist with the application process. The Program academic advisor will be available by phone and/or email for the duration of the Program.
4. Financial Assistance. Students may apply through NIU for financial aid (including scholarships) for completion of the Program. NIU will provide the necessary paperwork to facilitate concurrent enrollment and/or consortium agreements as appropriate.
5. Student Support. Current and entering students will be supported by a Student Success specialist who will assist them from entrance into NIU, through graduation.
6. Program Coordination. The Chair of the NIU Department of Technology (College of Engineering and Engineering Technology), will assume the role of program coordinator for NIU. The Dean of Business and Technology will assume the role of HCC's program coordinator.
7. Program Promotion. HCC and NIU agree to jointly promote this AAS to BS in Technology degree-completion program by means of the following.
  - NIU will provide print materials that can be utilized by HCC faculty and advisors to inform prospective students.
  - HCC will work with NIU's Office of Community College Relations to coordinate occasional mailings to qualified students who have previously graduated with an appropriate AAS degree. NIU will be responsible for these Program specific direct marketing costs.
  - HCC will create a partnership web-link to NIU's Technology degree-completion website. It is agreed that any additional promotional text to be used by HCC will be reviewed in advance through NIU's Office of Community College Relations.
8. Each institution warrants that it shall not discriminate against any Program applicant or participant on the basis of race, color, national origin, religion, gender, sexual orientation, age, or physical ability.
9. The initial term of this Agreement shall begin on the date this agreement is last signed and will be effective for one (1) year thereafter. The Agreement will be reviewed annually for continuation. The term may be extended for future academic years with the written consent of both parties. Either party may terminate this Agreement, without cause, by providing at least ninety (90) days written notice to the other party. The Agreement may also be cancelled at any time by mutual agreement of the parties. In the event of termination, no additional students may be admitted to the Program; however, any students already participating in the Program will continue with the privileges specified under this Agreement provided they continue to meet satisfactory academic progress toward their degrees.
10. Subject to the limitations of applicable Illinois law, including the Court of Claims Act and the State Employee Indemnification Act, NIU agrees to defend, indemnify, and hold HCC, its affiliates, trustees, directors, officers, faculty, employees, and agents, past or present, harmless from and against all claims, causes of action, fees, liabilities, damages, expenses (including reasonable attorney's fees) and costs relating to or arising from or based upon the negligent or willful acts or omissions of NIU, its employees, or its agents.
11. HCC agrees to defend, indemnify, and hold NIU, its affiliates, trustees, directors, officers, faculty, employees, and agents, past or present, harmless from and against all claims, causes of action, fees, liabilities, damages, expenses (including reasonable attorney's fees) and costs relating to or arising from or based upon the negligent or willful acts or omissions of HCC, its employees, or its agents.



12. In the performance of this Agreement, NIU and HCC are at all times acting as independent contractors and neither of them nor their respective employees shall claim to be employees, partners, joint ventures, or agents of the other.
13. This Agreement is intended to be non-exclusive. It shall not prevent either party from entering into similar agreements with other institutions.
14. Neither party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, enrollment restrictions ordered by either university, or failure or delay in delivery by suppliers or delays in transportation.
15. Unless specified, each institution will be responsible for its own costs and expenses incurred in connection with the fulfillment of its obligations under this Agreement. Payment for tuition, fees, and living costs is the responsibility of the individual students in the Program.
16. Anything herein to the contrary notwithstanding, the provisions of this Agreement relating to indemnification and any other provisions which by their nature should survive termination or expiration of this Agreement, shall so survive.
17. Neither party may assign this Agreement or any right or duty under this Agreement, or subcontract to any other person, entity or agency the performance of any of its obligations under this Agreement, without the prior written consent of the other party, which can be withheld at its discretion.
18. Neither party will issue any press release or other public announcement relating to this Agreement or use the other party's name, marks or any other trade designations without the prior written approval of such party, which approval may be withheld for any reason.
18. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the parties shall negotiate in good faith to achieve the original intent of such provision.
19. The parties will comply with all applicable laws and regulations in performing their obligations hereunder.
20. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.
21. This Agreement constitutes the entire agreement between the parties and supersedes prior dual admission agreements, understandings, covenants, representations or warranties, oral or written, not incorporated herein. It may not be modified, amended, supplemented, or otherwise changed, except by a written agreement signed by both parties.

IN WITNESS WHEREOF, NIU and HCC have executed this Agreement as of the day and year written below.

BOARD OF TRUSTEES OF  
NORTHERN ILLINOIS UNIVERSITY

HIGHLAND COMMUNITY COLLEGE

\_\_\_\_\_  
Dr. Lisa C. Freeman (Date)  
Executive Vice President and Provost  
Northern Illinois University

\_\_\_\_\_  
Mr. Tim Hood (Date)  
President  
Highland Community College

\_\_\_\_\_  
Dr. Anne C. Kaplan (Date)  
VP, Administration and University Outreach  
Northern Illinois University

\_\_\_\_\_  
Dr. Promod Vohra (Date)  
Dean, College of Engineering and  
Engineering Technology  
Northern Illinois University

**APPENDIX A: Curricular Requirements**

A. In addition to completing an approved Associate of Science (AAS) degree, students must complete the following program requirements by taking articulated course equivalents at their community college or with NIU.

1. NIU General Education requirements. See NIU course catalog for specifics.
2. Degree requirements not otherwise satisfied through completion of the AAS degree.
  - Physics w/Laboratory (PHYS 150A)
  - Basic Statistics (STAT 208)
  - Computer-Aided Design (TECH 211)
  - Chemistry w/Laboratory (CHEM 110 + 111)
  - Trigonometry and Elementary Functions (MATH 155)
  - A Technical Writing course, determined in consultation with NIU's program advisor.

NOTE: Certain of the above courses may satisfy unfilled NIU general education requirements.

B. The upper-division requirements for the Bachelor of Science in Technology (Applied Manufacturing Technology) are as follows.

1. Eight required courses (24 hrs):
  - TECH 391: Industrial Quality Control
  - TECH 404: Supervision in Industry
  - TECH 406: Facilities Management Technology
  - TECH 432: Disaster Preparedness
  - TECH 496: Industrial Project Management
  - TECH 429: Plant Location, Layout & Materials Handling
  - TECH 434: Human Factors in Industrial Accident Prevention
  - TECH 492: Manufacturing Distribution Applications
2. Two electives from the following list (6 hrs)
  - TECH 305: Green Technologies
  - TECH 402: Industrial Training and Evaluation
  - TECH 435: Legal Aspects of Safety
  - TECH 442: Work Simplification and Measurement
  - TECH 444: Production Control Systems
  - TECH 484: Energy Management

**APPENDIX B: Approved AAS degree programs**

The following list of HCC AAS degree programs are suitable preparation for the NIU's Bachelor of Science in Technology (Applied Manufacturing Technology) degree-completion program. New AAS programs may be added to this list.

- Automotive Body Repair
- Automotive Mechanics
- Wind Turbine Technician



## Bachelor's Degree-Completion Guide Effective Fall 2015



### Bachelor of Science in Technology → Emphasis in Applied Manufacturing Technology

**Contact:** Stacey Deegan, Program Advisor  
NIU Department of Technology  
Ph: (815) 753-9943  
[sdeegan@niu.edu](mailto:sdeegan@niu.edu)

AAS → Bachelor's Degree Pathway: 120 Hours			
Your Community College		Northern Illinois University	
A.A.S. Degree 59 Hrs	+	Bachelor's Foundation Courses 31 Hrs	+
			10 NIU Technology Courses 30 Hrs → <b>ONLINE!</b>

#### Admissions Requirements & Transfer Recommendations

To be eligible for admission to the BS in Technology degree-completion program, with an emphasis in Applied Manufacturing Technology, you must have completed – or be working to complete – an Associate of Applied Science (AAS) degree in a technology-oriented related field (see *Technology Area of Study*, below). If you do not have a related AAS degree, contact NIU's Program Advisor to explore additional options.

Prospective transfer students should do the following:

1. Contact NIU's Program Advisor, to review your credentials and create a bachelor's degree completion plan.
2. Complete and submit an online application for admission at [www.niu.edu/admissions/apply](http://www.niu.edu/admissions/apply) (\$40 application fee) along with official copies of academic transcripts to the Office of Admissions. NIU's Transfer Center can be reached at (800) 892-3050 or [transfercenter@niu.edu](mailto:transfercenter@niu.edu).
3. Work with your community college advisor – and NIU'S Program Advisor – to select the best courses for transfer (i.e., General Education and Program Prerequisites, many of which can be incorporated into an AAS degree program. See below for more details.

#### Academic Requirements

Undergraduate students must successfully complete all NIU graduation requirements and earn a minimum of 120 semester hours, including general education requirements and 40 hrs in upper-division (300-400 level) courses. Approved transfer courses may be used for these requirements. Students must earn a minimum of 30 hrs at NIU and maintain a minimum cumulative 2.00 ("C") grade point average.

1. **General Education and Technology Foundations:** Students must complete the following. Consult NIU Articulation Tables for all course equivalents at [www.admissions.niu.edu/admissions/transfer/credits/](http://www.admissions.niu.edu/admissions/transfer/credits/).

General Education Requirements + Technology Foundations*		Highland CC Equivalents	
General Education (33 Hrs)	Foundational Studies (12 Hrs)	1 <sup>st</sup> + 2 <sup>nd</sup> Year Rhetoric/Composition (6 Hrs)	ENGL 121 + 122
		Oral Communications (3 Hrs)	SPCH 191
		Quantitative Literacy (3 Hrs)	Trigonometry or Pre-calculus is required: MATH 167* (= MATH 155 at NIU)
	Knowledge Domain Studies (21 Hrs)	Creativity & Critical Analysis (6-9 Hrs)	See NIU Articulation Tables
		Nature & Technology (6-9 Hrs)	• CHEM 120 (4 Hrs)* • PHYS 141* • See NIU Articulation Tables
Society & Culture (6-9 Hrs)		See NIU Articulation Tables	
Additional Technology Foundations	Basic Statistics (3 Hrs)	MATH 177	
	Technical Writing (3 Hrs)	ENGL 250	
	Technology (3 Hrs)	DRAF 151 or 260	

## Bachelor of Science in Technology → Emphasis in Applied Manufacturing Technology

### Academic Requirements (Continued)

---

#### 2. Technology Area of Study

Up to 43 semesters hours of credit for prior learning, from an approved technical Associate of Applied Science degree, may be applied toward the BS in Technology degree-completion program with the consent of the Department Chair and Program Advisor.

The following **HIGHLAND COMMUNITY COLLEGE** AAS degrees are approved technology programs.

- Automotive Body Repair
- Automotive Mechanics
- Wind Turbine Technician

If you have questions about other programs, not listed here, contact the NIU program advisor (above) to review.

#### 3. NIU Technology Courses

##### a. Required NIU Technology Courses (24 semester hours)

- TECH 391: Industrial Quality Control
- TECH 404: Supervision in Industry
- TECH 406: Facilities Management Technology
- TECH 429: Plant Location, Layout & Materials Management
- TECH 432: Disaster Preparedness
- TECH 434: Human Factors in Industrial Accident Prevention
- TECH 492: Manufacturing Distribution Applications
- TECH 496: Industrial Project Management

##### b. NIU Technology Electives (6 semester hours)

- TECH 305: Green Technologies
- TECH 402: Industrial Training & Evaluation
- TECH 435: Legal Aspects of Safety
- TECH 442: Work Simplification & Measurement
- TECH 444: Manufacturing Control Systems
- TECH 484: Energy Management

**AGENDA ITEM #X-A-2  
OCTOBER 20, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**OLIVET NAZARENE UNIVERSITY AND HIGHLAND COMMUNITY COLLEGE  
RNBSN PROGRAM ARTICULATION AGREEMENT**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the Highland Community College Board of Trustees approves the attached RNBSN Program Articulation agreement between Olivet Nazarene University (ONU) and Highland Community College (HCC) to support the seamless transition of Highland students completing their associate's degree at HCC to ONU for completion of a bachelor's program through the School of Graduate and Continuing Studies.

**BACKGROUND:** This agreement, initially approved by the Board in September 2013, is the result of discussions between Highland Community College's Nursing Department and the Olivet Nazarene University School of Graduate and Continuing Studies. The goal of the discussions was to come to agreement on arrangements for Olivet Nazarene University to offer a Bachelor of Science in Nursing Completion Program on the Highland Community College campus. Olivet Nazarene University will offer this program, and the agreement details the obligations of Olivet Nazarene University, Highland Community College, and the nursing students who participate in the program. As indicated, this agreement shall remain in force until modified or terminated by representatives of the two institutions.

BOARD ACTION: \_\_\_\_\_



**OLIVET NAZARENE UNIVERSITY  
AND  
HIGHLAND COMMUNITY COLLEGE  
RNBSN PROGRAM ARTICULATION AGREEMENT**

Olivet Nazarene University, located at 1 University Avenue, Bourbonnais, IL 60914 and Highland Community College, located at 2998 W. Pearl City Rd., Freeport, IL 61032 believe that cooperative programs benefit the community, employers, and students in their regions. It allows a smooth transition for students transferring between institutions and maximizes allowable transfer of credit. Therefore, Olivet Nazarene University (ONU) and Highland Community College (HCC) are entering into the following agreement for articulation:

Olivet Nazarene University agrees that if a student satisfactorily completes the Associate of Applied Science Nursing degree and presents the appropriate transcript documentation of such to the Registrar of Olivet Nazarene University, he/she:

1. Will receive full recognition of that degree toward the completion of the Bachelor of Science in Nursing (BSN) at Olivet Nazarene University. Students who hold an Associate of Applied Science nursing degree will complete seven (7) additional general education core curriculum requirements (21 credit hours) and four (4) additional upper division elective credits:
 

• International Culture Course		3
• HIS-210 or equiv.	Western Civilization	3
• FIN-105 or equiv.	Fine Arts/Cultural Appreciation	3
• LIT-205 or equiv.	Literature	3
• SOC-120 or equiv.	Introduction to Sociology	3
• COM-105 or equiv.	Fundamentals of Communication	3
• PED-170 or equiv.	Adult Wellness	3
  
2. Will be permitted to substitute a biological science course for the physical science course requirement to fulfill the University’s general education requirements.
  
3. Will be required to complete at least 40 credit hours of upper division courses of in-residence courses at Olivet Nazarene University for the Bachelor of Science in Nursing degree.
  
4. Such a student will be awarded a Bachelor’s degree when all graduation requirements have been met, such as:
  - a. Requirements in the major course of study as stated in the University Catalog.
  - b. Required total credit hours to complete the degree as stated in the University Catalog (a minimum of 128 credit hours for the Bachelor of Science in Nursing).
  - c. All other graduation requirements, as stated in the University Catalog, including those pertaining to standards of progress, upper division hours, hours in residence, demonstration of specific competencies, and articulated core courses where relevant.
  - d. Under the terms of this agreement, all [Community College] nursing graduates will qualify for a 20% discount on the tuition-per-credit-hour price for the RNBSN program.

**OLIVET NAZARENE UNIVERSITY  
AND  
HIGHLAND COMMUNITY COLLEGE  
RNBSN PROGRAM ARTICULATION AGREEMENT**

5. Brief RNBSN Program Description:
- a. Courses may be offered on-line or on-ground. When on-ground courses are offered, courses meet for four (4) hours one evening per week at a pre-determined location.
  - b. A calendar of dates for the entire core program (21 months) will be available prior to program start.
  - c. All students must complete all relevant application/registration requirements before starting program (application, transcripts, tuition and fees, etc.).
  - d. ONU will provide information sessions, counseling and enrollment processing.
  - e. This partnership will be reviewed annually prior to the academic calendar year.

**Olivet Nazarene University and Highland Community College Marketing and Communication**

1. For the purposes of this agreement, ONU grants to Highland Community College and Highland Community College grants to ONU, permission to use, display, reproduce and publish, without compensation each other's trademarks as an institutional partner on websites, cobranded web portals, and in print marketing publications.
2. The parties will provide an electronic version of the Trademarks for the use permitted by this agreement. Each party represents and warrants that it possesses all rights necessary for the granting of the permissions set forth in this Agreement.
3. Each Institution reserves the right to review in advance any information including but not limited to, websites, cobranded web portals, and in print marketing publications.

**Accreditation**

Olivet Nazarene University and Highland Community College will ensure that they maintain accreditation with the appropriate regional accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.



**OLIVET NAZARENE UNIVERSITY  
AND  
HIGHLAND COMMUNITY COLLEGE  
RNBSN PROGRAM ARTICULATION AGREEMENT**

**Duration and Termination of Agreement**

Olivet Nazarene University and Highland Community College agree that this Agreement shall be in force the date of the signing of the Agreement and shall remain in force until modified or terminated in writing, following reasonable and mutual discussion by representatives of the two institutions.

Agreed to \_\_\_\_\_ (date)

**Highland Community College**

**Olivet Nazarene University**

\_\_\_\_\_  
Tim Hood  
President

\_\_\_\_\_  
Jonathan Bartling  
Dean of the School of Graduate and  
Continuing Studies

\_\_\_\_\_  
Christina Kuberski  
Executive Vice President

\_\_\_\_\_  
Linda Davison  
Director of Nursing Programs

\_\_\_\_\_  
Donna C. Kauke  
Dean, Health, Natural Science and  
Mathematics

**AGENDA ITEM #X-A-3  
OCTOBER 20, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PURSUE ONU PARTNERSHIP AGREEMENT BETWEEN  
OLIVET NAZARENE UNIVERSITY AND  
HIGHLAND COMMUNITY COLLEGE**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the Highland Board of Trustees approves the attached Pursue ONU partnership agreement between Olivet Nazarene University (ONU) and Highland Community College to support the seamless transition of HCC students completing their associate's degree at HCC to ONU for completion of a bachelor's program through the School of Graduate and Continuing Studies.

**BACKGROUND:** This agreement is the result of discussions between Highland Community College's Nursing Department and the Olivet Nazarene University School of Graduate and Continuing Studies. The goal of the discussions was to come to agreement on arrangements for students enrolled in Highland Community College's Associate Degree in Nursing Program to be dually enrolled in the Bachelor of Science in Nursing Completion Program at Olivet Nazarene University. This allows for a smooth transition for students and maximizes allowable transfer of credit between institutions, providing students with both time and financial benefits. The agreement details the obligations of Olivet Nazarene University, Highland Community College, and the nursing students who participate in the program.

BOARD ACTION: \_\_\_\_\_

**PURSUE ONU Partnership Agreement Between Olivet Nazarene University and Highland Community College**

This Agreement is made and entered into this 1<sup>st</sup> day of October, 2015, by and between Olivet Nazarene University (ONU) and Highland Community College (HCC). The Agreement has been developed to support the seamless transition of HCC students completing their associate's degree at HCC to ONU for completion of a bachelor's program through the School of Graduate and Continuing Studies.

WHEREAS the parties enter into the agreement to ensure the following benefits for HCC students:

- Be assured that they are taking only the courses they need at both ONU and HCC.
- Have the opportunity to complete his/her bachelor's program more quickly by taking general education and prerequisite courses in the major BEFORE beginning as a full-time ONU student.
- Be given transfer support by an ONU Transfer Coordinator to ease the transition from the community college to ONU, working with them to identify a plan for maximizing the dual admission opportunity.
- Have the opportunity to begin taking courses at ONU during the summers (and the school year when possible) prior to full-time enrollment at ONU, ensuring that they are well prepared for the ONU program.
- Have the opportunity to lock in the ONU tuition rate for core program courses at the time of admissions, ensuring that if rates go up, the rate change will not affect them.
- Possibly be eligible for additional discounts on tuition depending on the community college partner.

NOW, THEREFORE, ONU and HCC agree to the following terms:

1. ***PURSUE ONU Partnership Details:***

- A. **Student Eligibility/Admissions:** To be eligible for ***PURSUE ONU***, students must have successfully completed at least twelve credit hours in their program area at HCC prior to completing the ***PURSUE ONU*** Application. Students must be in good academic standing at HCC, and at the time of application, have met all admissions requirements to Olivet's degree program. Students must complete the ***PURSUE ONU*** Application and be admitted to Olivet in order to be in ***PURSUE ONU***.
- B. **Advising:** Students participating in ***PURSUE ONU*** will be assigned an academic advisor at both institutions. An ONU Transfer Coordinator will work with the student