

**AGENDA ITEM #XII-A-2
AUGUST 16, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING FOR
COORDINATOR, NURSING PROGRAM AND LAB**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Memorandum of Understanding between Highland Community College and Illinois Federation of Teachers, AFT, AFL-CIO; Local 1957 and Highland Community College Faculty Senate regarding the Coordinator, Nursing Program and Lab.

BACKGROUND: The attached Memorandum of Understanding is necessary to address the vacancy in the Coordinator, Nursing and Lab position that was created when the former Coordinator became the Interim Associate Dean of Nursing. Since a full-time faculty member is filling the vacancy in a part-time capacity for the 2016-2017 academic year, it is important to clarify duties and responsibilities.

BOARD ACTION: _____

Memorandum of Agreement
Between
Highland Community College
and
Illinois Federation of Teachers, AFT, AFL-CIO; Local 1957
and
Highland Community College Faculty Senate

July _____, 2016

Issue:

This Memorandum of Agreement is entered into by the parties in order to temporarily fill a vacancy which has opened for the job position of *Coordinator, Nursing Program and Lab* (hereinafter "Coordinator"). The Coordinator position is not a bargaining unit position, however, the College desires to fill the position on a temporary basis with a current bargaining unit member on a part-time, temporary basis. It is the understanding of the parties that the individual filling the Coordinator position shall split time between her current teaching duties and the duties of Coordinator consistent with the terms set forth below.

Agreement:

Appointment: Faculty member Alicia Kepner, currently employed as a Certified Medical Assistant Faculty member, shall be appointed to and fulfill the duties of the *Coordinator, Nursing Program and Lab*. This shall be a temporary assignment commencing on August 11, 2016 and ending on August 9, 2017. For the duration of this term Ms. Kepner's immediate supervisor shall be Jen Grobe.

Hours and Compensation: It is agreed that Alicia Kepner shall divide her time between her current position and the position of Coordinator. During the term of the appointment Alicia Kepner shall be assigned a teaching load not to exceed 7 contact hours per academic semester and she shall devote a minimum of 20 hours per week in fulfillment of her duties as Coordinator. As compensation for her teaching and Coordinator duties assigned above, Ms. Kepner shall receive compensation in the same manner as if teaching a full academic load. She shall be entitled to any regular step and lane movements to which she would otherwise be eligible to receive as a full-time instructor. Ms. Kepner shall not be eligible for overload pay during the fall and spring semesters. In the summer semester commencing on May 15, 2016 and ending on August 9, 2017, Ms. Kepner will work a total of 200 hours. These hours will be equated to 4 hours of overload and will be paid at a rate equivalent to overload.

Employment Status: Alicia Kepner shall maintain her status as a member the Faculty Senate and shall be subject to all of the provisions of and entitled to the benefits contained in the collective bargaining agreement between the College and the Senate. Ms. Kepner shall suffer no reduction in status and the term of the assignment shall be credited as a year of service towards any application of seniority.

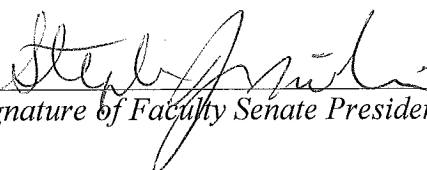
Coordinator Duties: For the duration of the appointment, Alicia Kepner shall perform the following duties as Coordinator:

Revised 8/9/16

- Implement, coordinate and administer processes and procedures for the College's nursing and medical assistant program.
- Coordinate the workflow of the nursing and medical assistant program.
- Advise students following admittance in the Traditional Full-time Nursing, Part-time Nursing, and Medical Assistant program individually and through group presentations on processes, courses, types of degrees, transfer options and skill development.
- Prepare and maintain a variety of federal and state reports, self study reports for accreditation, plans and surveys, and questionnaires as required.
- Develop, implement and evaluate processes for program effectiveness, including outcomes, organization, administration, continuous review, planning and development.
- Train program instructors and staff.
- Assist in the preparation and administration of the annual budget and make recommendations for the purchase of supplies, materials and equipment.
- In consultation with the Interim Associate Dean of Nursing and Allied Health, develop, modify, and recommend changes in nursing and medical assistant program policies and procedures with the input of appropriate faculty and staff. Apply continuous improvement strategies in processes and procedures related to the medical assistant program.
- Select and approve appropriate practicum sites, provide orientation for the on-site supervisors, and provide oversight of the practicum experience including on-site assessment of student experiences and the quality of learning opportunities at least once during each term students are assigned to the practicum site.
- Participate in recruiting events and other outreach programs to provide program and general information.
- Instruct in the didactic and clinical settings as necessary for no more than 7 credit hours per semester.
- Perform other duties as assigned.

The Senate, the IFT and Highland agree that this Memorandum of Agreement is entered into by the parties to fill this specific position for a set period of time and is done by mutual consent of the three parties. Each acknowledge that a unique set of circumstances necessitated this Memorandum and this Memorandum shall not constitute past practice for filling this position beyond the term specified above or when filling other open positions of the College.

Signature of Highland Representative / date

 August 10th 2016
Signature of Faculty Senate President / date

Signature of IFT Representative / date