

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into by and between the **SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT** ("District"), and the **CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909** ("Federation").

TERMS

The District and the Federation have agreed as follows:

1. To allow a full-time faculty member, Mary Ann Ambrose, to perform the duties and responsibilities of the Assistant Director for the Licensed Vocational Nursing Program.
2. The duties and responsibilities are outlined in the attached description.
3. The faculty member has agreed and voluntarily accepts this assignment.
4. The faculty member will work 8 hours per week during the fall and spring semester, and 8 hours per week during a 10 week extended summer term.
5. The faculty member will receive a stipend of \$5000.00 per fall and spring semester and \$3000 per summer term.
6. This agreement will expire August 10, 2015.
7. This agreement does not alter the faculty member's regular assignment.
8. The terms of this MOU are non-precedential and do not create any historic practice.

This MEMORANDUM OF UNDERSTANDING supersedes any MOUs regarding the assignment of Human Patient Simulator Liaison. By their signatures below, the signatories certify that they are authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREE TO:

Debra S. Stakes

Debra Stakes, President

8/22/2014

Date

CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

Gilbert H. Stork

Gilbert H. Stork, Ed.D.
Superintendent/President

8/21/2014

Date

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

DIVISION OF NURSING & ALLIED HEALTH
LVN PROGRAM ASSISTANT DIRECTOR RESPONSIBILITIES

The duties and responsibilities of the LVN Program Assistant Director include:

1. Oversee daily operations for the LVN Program on the North County Campus.
2. Meet with Director weekly for updates to LVN program and student progress.
3. Prepare LVN faculty meeting agendas and coordinate attendance with part-time faculty.
4. Assist Director to prepare student NCLEX-VN applications.
5. Prepare the BVNPT annual report and submit to Director for final submission.
6. Plan and participate in annual new student orientations.
7. Participate in development of LVN student application policies and program application.
8. Participate in development of the annual LVN Student Handbook.
9. Plan and participate in the annual LVN student certificate ceremony.
10. Participate fully in regulatory program renewal as scheduled by the BVNPT.
11. Prepare documents as necessary to seek and maintain grant and donor funding.
12. Attend Community Advisory and Nursing Selection Committee meetings.