

MEMORANDUM OF UNDERSTANDING

Registered Nursing Program Assistant Directors

The Butte-Glenn Community College District ("District") and the Butte College Education Association ("BCEA") agree as follows:

This Memorandum establishes the Licensed Vocational Nursing Director position as an ongoing faculty reassigned time assignment under the collective bargaining agreement. This position was previously filled as a short-term duty assignment. Beginning with the 2026-2027 academic year, the District establishes the following positions, which amend Appendices D and E of the Agreement:

- Accelerated Track Registered Nursing Program Assistant Director, with 25% reassigned time, rotating.
- Traditional Track Registered Nursing Program Assistant Director, with 25% reassigned time, rotating.

The positions are open to full-time faculty in the Nursing programs who meet the minimum qualifications in Exhibit A. Candidates must be eligible for approval by the Board of Registered Nursing (BRN) as an assistant director. Selection will be through an application and interview process conducted by the supervising administrator and the Chief Instructional Officer (CIO) or designee.

Each position has a three-year term. At the end of a term, qualified faculty will be provided an opportunity to express interest in the position in writing to the supervising administrator. If no other qualified faculty express interest, the incumbent may be renewed for an additional term upon the recommendation of the supervising administrator and the incumbent's agreement. If other qualified faculty express interest, the District will open the position for application and the incumbent may reapply. Final selection will be made by the supervising administrator and CIO or designee.

The assignment ends before the end of the term if any of the following occurs:

- The faculty member no longer holds BRN approval as an assistant director.
- The faculty member voluntarily resigns the assignment with written notice.
- The District ends the assignment for failure to perform its duties, after written notice and an opportunity to meet with the supervising administrator.

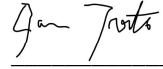
Duties required outside the contract year will be compensated at the faculty member's instructional hourly rate as approved in advance by the supervising administrator.

Duties are described in Exhibit A. They are performed under the direction of the Program Director and do not include authority to hire, discipline, or formally evaluate employees. The District may update Exhibit A to conform to changes in regulatory requirements after written notice to BCEA. Any other changes to Exhibit A require mutual agreement.

This Memorandum will be incorporated into the successor agreement unless modified or superseded by mutual written agreement of the District and BCEA. This Memorandum will take effect upon ratification by BCEA and approval by the District's Governing Board.

Exhibit A: RN Assistant Director Job Description

For BCEA:



Date: 10/12/2026

For the District:



Erik Shearer (Oct 12, 2026 15:08:04 PDT)

Date: 10/12/2026



Jessica Snelling (Oct 20, 2026 13:50:19 PDT)

Date: 10/20/2026

Exhibit A: **RN Assistant Director Job Description**

The Assistant Director of the ADN Program is responsible for assisting the Program Director in all aspects of program management, curriculum development, and daily operations. The successful candidate will provide leadership to faculty and students, ensure program compliance with regulatory standards, and foster an environment of academic excellence and student success.

Minimum Qualifications

1. A master's degree or higher from an accredited college or university that includes coursework in nursing education or administration.
2. Two (2) years' experience teaching in a pre- or post-licensure registered nursing program.
3. One (1) year of continuous, full-time (or equivalent) experience providing direct patient care as a registered nurse.
4. Must be able to be approved by the BRN as an assistant program director.

Duties

1. Demonstrate familiarity with and understanding of the responsibilities of the Program Director
2. Under the direction of the Program Director, assists with the following responsibilities:
 - a. Verify faculty RN licenses to ensure they are unencumbered prior to hire
 - b. Ensure that faculty members are clinically competent to teach in new content areas
 - c. Collect and enter data for the New Programs Report, including program activities, enrollment, attrition, retention, re-entry statistics, comparability of program testing and applicable NCLEX-RN preparation/performance, faculty and support services staffing
 - d. Provide clinical facilities with clinical objectives and maintain a written agreement with each clinical facility that addresses the following:
 - i. Adequacy of the clinical learning environment
 - ii. Orientation for faculty and students
 - iii. Responsibilities and authority of the facility's staff
 - iv. Adequate staffing in the facility to care for patients
 - v. A plan for continuing communication between the program and the facility
 - vi. Responsibilities of faculty
 - e. Maintain a current list of clinical facilities, a completed EDP-P-18, and a current written agreement with each clinical facility
 - f. Maintain approvals and lists of all full-time, part-time, professional experts, and non-faculty
 - g. Maintain continuing education documentation for each full-time, part-time, and professional expert
 - h. Ensure sufficient opportunities and means for content experts to earn 30 CEUs in their content area every five years
 - i. Support activities for the self-study and continuing approval visit
 - j. Support activities for the Total Program Evaluation
 - k. Support activities for the Annual Survey for the BRN by November of each year
 - l. Track Military counseling and military students in the nursing program
 - m. Participate in faculty orientation and be involved in periodic evaluations
 - n. Participate in curriculum planning
 - o. Assist in the development of program policies and procedures, including program-specific policies.
 - p. Facilitate consistent student participation in the program

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Final Audit Report

2026-10-20

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