

**Memorandum of Understanding**  
**between**  
**Olivet College**  
**Kellogg Community College**  
**(The Parties)**

**Introduction**

Collaborative conversations involving Olivet College, Kellogg Community College (KCCI, health care providers, and civic leaders in the greater Battle Creek area identified a strong need and desire for a Battle Creek-based baccalaureate degree provider committed to serving the nursing education needs of KCC Associate in Applied Science in Nursing (AASN) graduates and working professional registered nurses. In response, Olivet College designed and is pursuing accreditation approval for a baccalaureate in nursing program (BSN) to specifically address this need. The program is designed as a blended delivery, community-based learning model that delivers a quality baccalaureate in nursing degree, grounded in the liberal arts, along with a program that is flexible and meets the needs of licensed registered nurses seeking to advance their careers through an RN-to BSN degree completion program.

The RN-to-BSN degree completion program is the keystone to the broader nursing education program at Olivet College. Once fully launched, the program will serve three distinct student markets:

1. BSN Degree Completion Program for Professional Nurses, serving working registered nurses in need of obtaining the BSN.
2. AASN/BSN Partnership with Kellogg Community College
  - a. The AASN/BSN Partnership for students who originate at Kellogg Community College and finish with the Olivet College BSN.
  - b. The AASN/BSN Partnership for students who originate at Olivet College, complete the AASN through Kellogg Community College and return to finish the BSN with Olivet College.

As a strategic collaboration with KCC, the Olivet College-KCC Partnership meets a significant community need, serves KCC nursing students with a ready-made and aligned BSN program located at KCC, and contains costs for students through the unique strategic partnership of a 2-year and 4-year institution.

**Purpose**

The intent and purpose of this memorandum of understanding (MOU) is to recognize the close collaboration and strategic partnership between the Parties in the launch and success of the Olivet College RN-to-BSN program. The ongoing collaboration envisioned in this MOU goes beyond traditional transfer and articulation agreements. The MOU identifies roles and responsibilities for the Parties and expresses the shared understanding of the Parties of both their individual and joint responsibilities. The content of the MOU addresses operational aspects of the collaboration, leaving matters such as program admission, transfer credit, degree plans, and other traditional academic topics to an articulation agreement to be separately entered by the Parties.

**Responsibilities of Olivet College**

1. Olivet College will maintain throughout the term of this agreement active accreditation with The Higher Learning Commission and the Commission on Collegiate Nursing Education (CCNE). [Note: The Parties agree that full CCNE accreditation only occurs once an on-site evaluation by CCNE has occurred. CCNE procedures require a degree program to have students enrolled for the equivalent of one academic year prior to hosting an on-site evaluation. The Parties agree that Olivet College shall be in compliance with this section as long as it maintains its new applicant CCNE status and remains

on schedule for CCNE full accreditation.] Olivet College will share with KCC administration any formal CCNE action on Olivet's RN-to-BSN program.

2. Olivet College will provide pre-program academic advising to KCC students enrolled in the KCC AASN program who express interest in completing the Olivet College RN-to-BSN program. This advising will continue, uninterrupted, once they are admitted into the RN-to-BSN program.
3. Olivet College will provide materials, catalogs, and other program information to KCC advisors, nursing faculty, and nursing students to further their awareness and understanding of the RN-to-BSN program and Olivet College general programs and requirements.
4. Olivet College shall pay KCC for reasonable costs agreed to and associated with the instructional and administrative space required for the RN-to-BSN program on the KCC campus. Olivet College will provide compensation for rent of classroom and office spaces used by OC at KCC's standard rental charge of \$9,316.64 per year. Payments to KCC will be in equal quarterly installments by July 1, October 1, January 1, and April 1 of each academic year. Annual rent will be adjusted by three (3) percent-or rate of inflation- each July 1. Olivet College's payment to KCC shall also include program participant access and use of KCC library (to include library e-resources such as databases, periodicals, etc.), on-campus internet access, and other general services as further agreed.
5. Olivet College shall follow KCC applicable policies and procedures in carrying out any marketing/distribution of materials on the KCC campus.
6. **Joint Marketing & Promotion:** Olivet College agrees to support and facilitate the marketing and promotion efforts of the KCC AASN program by allowing KCC to purchase space at prevailing rates and within Olivet policies and procedures in Olivet online or print media reaching students (including specifically, pre-nursing students), alumni, and community members. In addition, the KCC AASN Program will be invited or allowed to participate in career and college fairs hosted by Olivet, as well as be able to distribute materials on campus/post materials to general student interest/career bulletin boards.

#### **Responsibilities of Kellogg Community College**

1. **Instructional Space:** KCC agrees to provide classroom space to support the Olivet College RN-to-BSN program. Olivet College and KCC will work together in advance of each academic year to identify and schedule the program's instructional space needs for that academic year's RN-to-BSN course offerings onsite at KCC.
2. **Administrative & Non-instructional Meeting Space:** KCC agrees to provide administrative space to be used by Olivet College to serve and support RN-to-BSN participants (both current and prospective) in such areas as admissions, financial aid, registration, academic support and other student areas. The administrative space needs of the program will be subject to periodic and mutual review of Olivet College and KCC and will include appropriate and adequate space for a program director, nursing faculty, and an administrative-student support position. KCC will support these offices and RN-to-BSN program staff with the usual and customary KCC services provided to other KCC campus office/meeting spaces, e.g., sign age, mail, functional technology support, utilities, janitorial/maintenance. The RN-to-BSN program will enjoy scheduled access to KCC meeting rooms under the same terms and policies as KCC programs.
3. **Program Participant Access:** In return for the payment by Olivet College identified under the preceding Responsibilities of Olivet College section, KCC will provide program participants with login and other student access to KCC library resources (physical and electronic/online), Wi-Fi and other technology resources, and parking.
4. **Joint Marketing & Promotion:** KCC agrees to support and facilitate the marketing and promotion efforts of the RN-to-BSN program by Olivet College by allowing Olivet to purchase space at prevailing rates within KCC policies and procedures in KCC online or print media reaching students, alumni, and community members. In addition, Olivet College will be invited or allowed to participate in career and college fairs hosted by KCC, as well as be able to distribute materials on campus/post materials to general student interest/career bulletin boards, in accordance with KCC policies.

## **Joint Responsibilities**

In carrying out their roles in the RN-to-BSN program, both KCC and Olivet College agree to the following:

1. Provide a direct link between their institutional websites that identifies the Olivet College RN-to-BSN program and the strategic partnership and cooperative relationship between KCC and Olivet College.
2. Identify and promote the Olivet College-Kellogg Community College AASN/BSN Partnership in its advertising and marketing materials.
3. Exchange data and documents that contribute to: a) the maintenance and improvement of the Olivet College RN-to-BSN program and the KCC AASN program; and, b) the continued effective cooperation between the two institutions. The institutions will exchange admissions, grades, and retention data after obtaining appropriate permission from the students involved in compliance with all federal, state, and local laws and U.S. Department of Education guidelines.
4. Agree to create and execute an articulation agreement addressing transfer from Olivet College into KCC's AASN program and from KCC's AASN program into Olivet College's RN-to-BSN program, establishment of a degree completion plan, and other academic matters supportive of the AASN and RN-to-BSN programs.
5. Engage in cooperative marketing to identify and reach prospective students. KCC AASN program administrators will work with Olivet College RN-to-BSN program administrators to enable RN-to-BSN administrators to reach ADN participants and ensure they are aware of the Olivet College RN-to-BSN program. Conversely, Olivet College RN-to-BSN program administrators will work with KCC AASN program administrators to reach Olivet College pre-nursing students to ensure they are aware of the KCC AASN program.

## **Annual Evaluation**

There will be an annual evaluation of this MOU by representatives identified by each institution. It is envisioned that these representatives will be from the KCC AASN program and the Olivet College RN-to-BSN program. Other campus members may be included in this annual evaluation. More frequent coordination or review meetings may be requested.

## **Terms and Modifications**

This MOU will be in effect until terminated by either KCC or Olivet College. Either party may terminate this MOU by submitting written notification one year prior to the identified cancellation date. If notice is provided during an academic term, the one-year termination date will be one year from the end of the term during which the notice is given.

If either institution fails to maintain accreditation either by CNNE or the regional accrediting association recognized by the U.S. Department of Education, this MOU will immediately terminate.

## **Indemnification**

The parties agree to be responsible for their own negligence. To the extent permitted by Michigan law, the Parties shall indemnify, hold harmless, and defend the other from any and all liability, claims, demands, and expenses arising out of the other's willful and wrongful conduct arising out of or in connection with this MOU.

## **Limitation of Liability**

Except for the specific remedies expressly identified as such in this MOU, the Parties agree that their sole liability for damages (whether in contract, tort, by statute or otherwise) for any claim in any manner related to this MOU, shall be the payment of direct damages. In no event shall either party be liable for any consequential, incidental, indirect, special, or punitive damages.

**Summary**

The RN-to-BSN program created by Olivet College is in direct response to the growing professional healthcare needs of the greater Battle Creek area. In its flexible design, the program serves and supports licensed RNs in their continued professional development. This MOU seeks to ensure that the benefits of the Olivet College RN-to-BSN program are made known and enjoyed by KCC students, alumni, and community members.

Agreement signed: June 21, 2018