

**Memorandum of Agreement – Faculty Association
Dental Hygiene Clinical Instructor Position**

Background:

On August 16, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2026.


On June 28, 2022, RVC entered into a Memorandum of Agreement to establish a one-year pilot program to assess the addition of a Dental Hygiene Clinic Coordinator position, with the intent of making the position permanent if the College deemed the pilot program successful. The Memorandum of Agreement was amended on January 24, 2023, to reflect the revised dates of the agreement to be August 13, 2022 through August 11, 2023.

Rock Valley College and the Faculty Association wish to transition the position that was started during the pilot program to become a permanent position. As this position is incorporated into the Collective Bargaining Agreement, the title is modified slightly to a Dental Hygiene Clinical Instructor, which is more reflective of the faculty position. This position will support the skills training of students, preparing them to be successful in supporting the community.

While the pilot program was to remain in effect until August 11, 2023, the College is recommending that the temporary position end early, effective June 30, 2023. The Dental Hygiene Clinical Instructor will become a permanent position effective July 1, 2023, in order to maintain consistency with other 12-month faculty positions.

Recommendation:

It is recommended that the Board of Trustees approves the Memorandum of Agreement adding the position of Dental Hygiene Clinical Instructor to the Rock Valley College Faculty Association's 2021-2026 Collective Bargaining Agreement. **Attorney Reviewed.**


Howard J. Spearman, Ph.D.
President

Board Approval: 
Secretary, Board of Trustees

Attachment: Memorandum of Agreement for Faculty Association – Dental Hygiene Clinical Instructor Position

MEMORANDUM OF AGREEMENT
DENTAL HYGIENE CLINICAL INSTRUCTOR POSITION

This **MEMORANDUM OF AGREEMENT** (the "MOA") entered into this 25th day of July, 2023 by and between the **BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 511** (the "College") and the **ROCK VALLEY COLLEGE FACULTY ASSOCIATION LOCAL 6211, IFT-AFT** (the "Association") (collectively, the "Parties") to facilitate the incorporation of the position of a Dental Hygiene Clinical Instructor into the full-time faculty bargaining unit.

WITNESSETH

WHEREAS, the Association is the sole and exclusive bargaining representative for the College's faculty members, librarians and clinical skills nursing instructors;

WHEREAS, the College and the Association are parties to a collective bargaining agreement with a current term of August 16, 2021 through the last day of the Summer II Session in 2026 (the "CBA");

WHEREAS, on the 28th day of June 2022, the Parties entered into a Memorandum of Agreement related to the creation of a one-year pilot program to test the addition of a Dental Hygiene Clinic Coordinator position to the Dental Hygiene Program, with the intent of making the position permanent, if the College deemed the pilot program to be successful;

WHEREAS, per the June 28, 2022, MOA, the Parties established an ad-hoc committee composed of equal representation of faculty and administration, to monitor the pilot program and address the evaluation of the pilot program. During the one-year pilot program, the committee met, approximately, every three months to evaluate the status and success of the program.

WHEREAS, per a January 24, 2023, Amendment to the June 28, 2022, MOA, the Dental Hygiene Clinic Coordinator has been employed on a temporary basis, from August 13, 2022, through August 11, 2023, with a minimum workload of 40 hours per week for 43 weeks, in order to allow one full academic year to evaluate the pilot program.

WHEREAS, the Parties wish to incorporate the position of a Dental Hygiene Clinical Instructor into a permanent, full-time, faculty bargaining unit position, effective July 1, 2023.

WHEREAS, a job description for the Dental Hygiene Clinical Instructor position is attached hereto as Exhibit A;

NOW, THEREFORE, in consideration of the mutual covenants and understandings herein, the Parties agree as follows:

1. Incorporation of Recitals

The foregoing recitals shall be considered a part of this MOA and shall be binding upon the Parties.

2. **Definition of Bargaining Unit**

The parties agree to submit the following bargaining unit definition to the Illinois Educational Labor Relations Board for use in the IELRB's Certification of Representative:

Included:

- All full-time faculty members with nine-month employment contracts who have a standard academic year workload of 28-32 contact hours and/or contact hour equivalents; and
- any full-time faculty members hired into existing or new faculty positions; and
- nursing lab/simulation faculty with nine-month employment contracts whose regularly scheduled hours are 40 hours per week during the standard academic year; and
- professional reading specialists, math specialists, communications specialists, and dental hygiene clinical instructors who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks; and
- the regular full-time librarian positions of Reference Coordinator, Technical Services Coordinator, Instructional Librarian, Systems Librarian and Outreach Coordinator/Archivist who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks.

Excluded:

All classified employees and any supervisory, managerial, confidential, short-term or part-time academic employees as defined by Section 2 of the Illinois Educational Labor Relations Act.

3. **Inclusion in the Unit**

The Parties agree to create a new faculty position titled, Dental Hygiene Clinical Instructor. The Parties further agree to the job description for the Dental Hygiene Clinical Instructor, attached hereto as Exhibit A and incorporated herein. The Dental Hygiene Clinical Instructor faculty position shares a community of interest with the full-time faculty positions, sufficient to allow this new position to be included in the full-time faculty bargaining unit. Accordingly, the position of Dental Hygiene Clinical Instructor will be included in the bargaining unit effective July 1, 2023, and will be subject to the terms and conditions of employment set forth in the CBA.

4. **Amendment and Addition of Collective Bargaining Agreement Provisions.**

The Parties further agree to amend the current CBA to facilitate inclusion of the Dental Hygiene Clinical Instructor position into the full-time faculty bargaining unit solely by modifying and/or adding Sections 1.3.4 and 6.2.4, respectively, which will read as shown in Exhibit B attached hereto and made a part hereof.

5. **Assessment and Evaluation of Dental Hygiene Clinical Instructor**

The Parties agree that the position of Dental Hygiene Clinical Instructor shall be assessed and evaluated pursuant to the evaluation procedures set forth in Section 5.9 of CBA for faculty members.

6. **Non-Precedential**

The Parties acknowledge and agree that this MOA is entirely non-precedential and will not constitute binding precedent or evidence of the status quo for purposes of bargaining any successor contracts or with respect to either party's interpretation of the CBA.

7. **Effect of MOA**

The Parties acknowledge and agree that except for the amendments provided for herein, this MOA does not otherwise modify or amend the current contract language of the CBA. All provisions of the CBA not addressed herein will remain in full force and effect for the duration of the CBA.

8. **Effective Date**

This MOA is effective immediately upon execution.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Agreement to be executed by the signatures of their authorized representatives as set forth below.

BOARD OF TRUSTEES OF
ROCK VALLEY COLLEGE, COMMUNITY
COLLEGE DISTRICT NO. 511

By: *Stuvia Cardenas Cordia*
Chair, Board of Trustees

Date: 7-25-23

ROCK VALLEY COLLEGE FACULTY
ASSOCIATION LOCAL 6211, IFT-AFT

By: *T. H. Hatten*
Union President

Date: 7-13-23

By: _____

Exhibit A

TO MEMORANDUM OF AGREEMENT BETWEEN
ROCK VALLEY COLLEGE BOARD OF TRUSTEES
AND
ROCK VALLEY COLLEGE FACULTY ASSOCIATION, IFT-AFT LOCAL
JULY 25, 2023

Position Title: Dental Hygiene Clinical Instructor
Dept: Dental Hygiene
Employee Status: Full-time (twelve-month)
Type: Faculty
FLSA: Exempt
Issued: June 28, 2022
Revised: July 25, 2023

To save time applying, Rock Valley College does not offer sponsorship of job applicants for employment-based visas for this position at this time.

Reporting Relationships

Reports to: Dean of Nursing & Allied Health
Supervision Exercised: Functional supervision may be exercised over students.

Job Summary

Teach assigned clinical and dental hygiene lab skills to first- and second-year students. Validate lab/clinical skills and support student learning. Provides student-learning support to increase student retention. Oversees and maintains the logistics of the dental hygiene clinic to include, but not limited to: inventory management, equipment management, and compliance with healthcare regulations.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

Clinical Instruction (Pre-Clinic Lab, Clinic I, Interim Clinic, Clinic II, and Clinic III)

- Plan and supervise student clinical experience as assigned for the Dental Hygiene Program.

- Collaborate with clinical lead faculty for clinical learning activities.
 - Evaluate and advise students regarding clinical performance and assign grades.
 - Facilitate clinical skill learning using simulators, peer patients, community patients, and other modalities.
- Teach skills for all levels of the Dental Hygiene Program for Fall, Spring, and Summer clinic courses.
- Evaluate student performance in clinical skill competency/validation activities.

Student Retention:

- Support Pre-Clinic Lab Lead and Clinic leads.
 - Assist students with clinical deficiencies.
 - Assist with developing lab and clinical assignments.
 - Instruct students in the proper use of lab equipment where appropriate.
- Conduct clinic/lab remediation/tutoring for dental hygiene students consistently not meeting competency levels.
- Available to meet individually with students for skills improvement activities outside of the students' class/clinic times.

Clinic Logistics

- Maintain OSHA & HIPAA records, including facilitating training of faculty, staff, and students
- Keep up to date on CDC, ADA, and ADHA guidelines
- Ensure equipment and/or labs are properly maintained to comply with the Commission on Dental Accreditation (CODA).
- Maintain clinic water lines.
- Maintain equipment inventory where appropriate.
- Oversee and implement the infection control protocols in the program to ensure students, staff, faculty, and patient safety.
- Budget: responsible for ordering and maintaining supplies. Assist with annual budget planning with the Chair (Program Director) and Dean.
- Establish and maintain rapport with vendor representatives.
- Research and compare supply and equipment costs with vendors for the best pricing.
- Research and obtain quotes for equipment and capitol department requests.
- Assist in developing lab policy/procedures related to pandemic.
- Assist with developing lab policies for the Dental Hygiene Program.
- Participate in the Dental Hygiene Program Committee meetings.
- Develop clinical education videos to support student learning.
- Maintain Dental Materials Lab supplies and equipment.

Simulators

- Together with the lead course faculty, develop simulation-learning activities that meet course objectives for each dental hygiene course.
- Set up simulators, equipment, and supplies.
- Demonstrate to students the proper use and maintenance of the simulators.
- Lead debriefing sessions with students.

Related Duties

- Participate in curriculum revisions.
- Attend and participate in conferences related to teaching area; membership in appropriate professional organizations is recommended.
- Keep informed of current trends and development in the dental hygiene profession.
- Complete teaching methodology courses or training
- Attend required meetings (faculty, division, in-service training, etc.)
- Assist in short-range and long-range planning.
- Participate in division, college, advisory committees, and community activities.
- Assist in calibrating clinical faculty; develop calibration videos
- Participate in program development, planning, and review.
- Assist chair with program accreditation activities as assigned.
- Maintain communication with peers and serves as a resource in area of clinical specialization.
- Act as dental hygiene club advisor and assist in fundraising

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

5 years or longer clinical experience

Bachelor's degree required

Master's degree preferred

Teaching experience preferred

Work Environment

While performing the duties of this job, the employee regularly works in clinical setting.

Physical Demands

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Exhibit B

Section 1.3.4 Bargaining Unit

Included:

- All full-time faculty members with nine-month employment contracts who have a standard academic year workload of 28-32 contact hours and/or contact hour equivalents; and
- any full-time faculty members hired into existing or new faculty positions; and
- nursing lab/simulation faculty with nine-month employment contracts whose regularly scheduled hours are 40 hours per week during the standard academic year; and
- professional reading specialists, math specialists, communications specialists, and dental hygiene clinical instructors who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks; and
- the regular full-time librarian positions of Reference Coordinator, Technical Services Coordinator, Instructional Librarian, Systems Librarian and Outreach Coordinator/Archivist who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks.

Excluded:

All classified employees and any supervisory, managerial, confidential, short-term or part-time academic employees as defined by Section 2 of the Illinois Educational Labor Relations Act.

Section 6.2.4 Dental Hygiene Clinical Instructor

The usual workload for the Dental Hygiene Clinical Instructor is 40 hours per week for 43 weeks. The workload will be staggered within the year and during the day to meet the needs of the College and students. The responsible administrator will schedule the Dental Hygiene Clinical Instructor accordingly.