

**Memorandum of Agreement between  
Vincennes University  
&  
Central Nine Career Center**

Vincennes University shall cooperate with Central Nine Career Center in all matters concerning classes and facility use. Classes will be scheduled according to a mutually agreed upon calendar for the school year.

**Vincennes University Responsibilities:**

**Staffing and Supplies**

Vincennes University will make all arrangements regarding faculty. Vincennes University will provide instructors and staff with normal supplies, such as dry erase markers, photo copies, paper, pens, and transparencies. Photocopying for college classes shall be done at Vincennes University.

**Students**

Vincennes University will communicate to students, Central Nine Career Center policies, such as parking, non-smoking, and student ID policies. Vincennes University will enforce its student disciplinary process at Central Nine Career Center.

Liability Insurance Coverage – Vincennes University agrees to maintain at all times liability insurance coverage to pay for any damage to school Corporation property or equipment caused by Vincennes University employees or students. The minimum limits of these coverage will be One Million Dollars (\$1,000,000). Vincennes University shall provide the School Corporation with verification of the existence and nature of this coverage at the time this Agreement is executed and prior to the operation of any classes at Central Nine Career Center.

**Marketing**

Vincennes University will assume costs and responsibility for marketing and advertising of College classes and programs offered as determined by the University.

**Cancellation of Classes**

Vincennes University may cancel classes due to insufficient enrollment.

Vincennes University shall maintain the same policy of class cancellation due to inclement weather or emergency situations as Central Nine Career Center.

Vincennes University agrees to follow the same spring vacation schedule as the local school corporation.

### Facility Use Fee

Class room – Each semester, Vincennes University shall pay Central Nine Career Center \$25 per session for which a regular classroom is used.

Facility Use fee will be due once the number of courses being conducted for each semester is determined and the University has received an official invoice from Central Nine Career Center.

### Central Nine Career Center's Responsibilities:

Central Nine Career Center shall provide facilities and available equipment reasonably necessary for courses offered by Vincennes University. Central Nine Career Center shall provide classrooms and computer laboratories necessary for conducting courses offered by Vincennes University. For purposes of this Agreement, reasonable equipment includes such things as data projectors and whiteboard or chalkboard space, on an as available basis. Central Nine Career Center shall not be responsible for purchasing any specialized equipment or software for delivering the college curriculum.

Central Nine Career Center shall provide Vincennes University Staff with a Crisis Management Plan book and a room key that they will check out each evening of their class for each 15 week fall and spring semester. **(NOTE: For VU Dental Assisting classes a total of 17 weeks are required for the spring semester course.)**

Central Nine Career Center shall provide custodial services, utilities and other building costs for each 15 week fall and spring semester. Each classroom will be cleaned according to the maintenance schedule; however, classrooms may not always be cleaned prior to the start of the college classes.

Central Nine Career Center shall work with Vincennes University to make all arrangements for Vincennes University class to meet for the entire 15 week semester. **(NOTE: For VU Dental Assisting classes a total of 17 weeks are required for the spring semester course.)**

Central Nine Career Center shall notify Vincennes University of cancellation due to weather of emergencies.

Upon receipt of official notification from Vincennes University of courses being conducted for a semester, Central Nine Career Center shall send an official invoice to the Vincennes University business office for the facility use fees due from Vincennes University under this Agreement.

### Term:

This Agreement takes effect January 2, 2014 and the initial term of this Agreement is one (1) year. Following the initial term, Vincennes University and Central Nine Career Center may renew this Agreement for an indefinite number of renewal terms of one (1) year each. This Agreement will

automatically renew unless either VU or C9 signs a written document that expresses its desire to change or cancel the Agreement. Central Nine Career Center reserves the right to veto a class held by VU that is not deemed appropriate. No classes will be conducted at Central Nine Career Center until this agreement has been signed and distributed to all parties signed below along with proof of insurance.

\_\_\_\_\_  
James H. McFaul, Director-Continuing Education  
Vincennes University Jasper Campus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Central Nine Career Center

\_\_\_\_\_  
Date

DRAFT