



MEMORANDUM OF UNDERSTANDING

Between Los Angeles Southwest College, African American Male Education Network & Development (A²MEND), Los Angeles City College (LACC), Los Angeles Harbor College (LAHC), Los Rios Community College District (LRCCD), Merritt College, Miracosta College, University of California (UC), West Los Angeles College (WLAC), and Western Association for College Admission Counseling (WACAC).

For the Application to the California Community Colleges Chancellor’s Office Historically Black Colleges and Universities (HBCU) Transfer Agreement Project – RFA 13-292

WHEREAS Los Angeles Southwest College, A²MEND, LACC, LAHC, LRCCD, Merritt College, Miracosta College, UC, WLAC, and WACAC have agreed to collaborate and prepare an application for the Historically Black Colleges and Universities (HBCU) Transfer Agreement Project; and

WHEREAS, the partners have agreed to enter into a collaborative agreement in which LASC will be the Grantee Institution and official grantee for the California Community Colleges Chancellor’s Office, and LACC, LAHC, and WLAC will be the Core Partners, and A²MEND, LRCCD, Merritt College, Miracosta College, UC, and WACAC will be Advisory Team members; and

WHEREAS, the Grantee Institution, the Core Partners, and Advisory Team members (collectively referred to as Consortium Members) herein desire to enter into a Memorandum of Understanding setting forth the services to be provided; and,

WHEREAS, the application, including the budget, has been prepared and approved by the consortium to be submitted to the California Community Colleges Chancellor’s Office on or before October 7, 2013, the consortium members set forth the following as terms and conditions of their agreement:

I. Roles and Responsibilities

The California African American Transfer (“Cali2HBCU”) Consortium is presently comprised of following members:

- Grantee Institution: Los Angeles Southwest College
- Core Partners: LACC, LAHC, WLAC
- Advisory Team: A²MEND, LRCCD, Merritt College, Miracosta College, UC, WACAC

Each member of the consortium will work individually and/or collectively to carry out one or more phases of the proposed project.

Further, each partner of the Cali2HBCU Consortium agrees to:

- Maintain ongoing communication and active participation and collaboration to effectively provide the services outlined in the grant application;
- Spend funds in accordance with the rules and requirements of the grant;
- Comply with local and state policies and procedures;
- Provide all information needed to meet the reporting requirements of the grant;
- Ensure that at least one representative participates in monthly Advisory Team meetings and the five-day HBCU Transfer Summit;
- Widely disseminate information about Statewide HBCU Transfer Agreements once approved by the Chancellor's Office and participating HBCUs.

LASC agrees to:

Roles/Responsibilities

- Serve as the Grantee Institution for this grant. In this capacity, LASC will oversee all fiscal aspects of the project and serve as the fiscal agent and administrative liaison to the California Community Colleges Chancellor's Office.
- Fulfill the responsibilities of Core Team members as listed below.

Contributed Resources

- Leverage existing institutional resources including campus facilities for consortium meetings and at least one day of the five-day HBCU Transfer Summit (\$1,200), LASC's Public Information Office for information dissemination (\$1,626), Project Co-Director's time (\$19,068) and Grant Accountant's time (\$3,605). The Project Co-Director will work closely with the Chancellor's Office and Consortium Members to assure full compliance with grant requirements and oversee the submission of timely progress and final reports. The Grant Accountant will process budget requests and prepare financial reports. The value of these resources is estimated at \$25,499 (see the Budget Detail Sheet).

WLAC agrees to:

Roles/Responsibilities

- Assign a Project Co-Director to work closely with LASC to achieve project objectives.
- Convene and lead the Advisory Team and maintain regular communication with Consortium Members through regular email communication, monthly conference calls, and at least one in-person Advisory Team meeting.

Contributed Resources

- Leverage existing institutional resources including the use of campus facilities for at least one day of the five-day HBCU Transfer Summit (estimated value: \$1,200/day) and Co-Director's time (estimated value: \$65.19/hour x 15 hours/month x 19.5 months = \$19,068). The estimated value of WLAC's in-kind contributions is \$20,268.

Core Team Members (LACC, LAHC, LASC, WLAC) agree to:

Roles/Responsibilities

- Provide leadership in the development of statewide transfer agreements with five selected HBCUs including planning, implementing, and evaluating the five-day Summit.
- Leverage established relationships with HBCUs to support the achievement of objectives.
- Lead the development of education campaign materials and disseminate information about Statewide HBCU Transfer Agreements once approved by the Chancellor's Office and participating HBCUs.
- Identify specific courses at their respective campuses that fulfill the HBCU Transfer Agreement requirements.

Contributed Resources

- Leverage existing institutional resources including the use of campus facilities for at least one day of the five-day HBCU Transfer Summit (estimated value: \$1,200/day) and active participation of at least one Articulation Officer or Transfer Center Director for an average of 10 hours per month throughout the course of the grant (estimated value: \$65.19/hour x 10 hours/month x 19.5 months = \$12,712). The estimated value of LACC and LAHC's in-kind contributions is \$13,912 per campus.

Advisory Team Members agree to:

Roles/Responsibilities

- Participate in monthly Advisory Team conference calls.
- Provide guidance and subject matter expertise and leverage established relationships with HBCUs to support the achievement of objectives.
- During Phase II of the project, create individualized articulation agreements, as appropriate, between their respective educational institutions and the HBCUs using the information and documentation as provided through the grant.

The roles and responsibilities described above are contingent on LASC receiving the funds requested for the project described in the grant application. Responsibilities under this Consortium Agreement will coincide with the grant period, anticipated to be November 15, 2013 through June 30, 2015.