




May 15, 2017

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Memorandum of Understanding between The District Board of Trustees and the Monroe County Education Foundation

Item Description

This item is a memorandum of understanding between TCC and the Monroe County Education Foundation to provide support to Take Stock In Children (TSIC) students from Monroe County who choose to attend TCC.

Overview and Background

Monroe County Education Foundation provides scholarships to TSIC students from Monroe County. This memorandum of understanding establishes a partnership that provides opportunities for those students from Monroe County to attend TCC and receive comprehensive support services to assist the student in achieving their educational goals. These services include advising, mentoring, academic support, out of class enrichment opportunities, and housing and financial aid resources.

Past Actions by the Board

None

Funding/Financial Implications

None

Staff Resource

Sheri Rowland

Recommended Action

Approve the MOU between TCC and the Monroe County Education Foundation

**Memorandum of Understanding (MOU) between
The District Board of Trustees of Tallahassee Community College, Florida (TCC)
and the
Monroe County Education Foundation (MCEF)**

WHEREAS, TCC seeks to attract and retain highly motivated, high quality, and diverse students and to encourage and facilitate their on-time completion of Associate's and/or Bachelor's degrees, or send them on to universities well-prepared to complete their Bachelor's degree; and

WHEREAS, MCEF has an annual graduating class of Monroe County Take Stock in Children (TSIC) scholars---all holding Florida Prepaid scholarships covering tuition and fees for four college years---who seek a post-secondary institution where they are likely to thrive, excel, and graduate on-time; and

WHEREAS, BOTH TCC AND MCEF SHARE A COMMON OBJECTIVE:
DEVELOPING PATHWAYS ENABLING ALL MONROE'S COMPLETERS OF TAKE STOCK IN CHILDREN TO ACHIEVE AT LEAST 95% COLLEGE GRADUATION RATE WITHIN SIX YEARS.

NOW THEREFORE, TCC and MCEF memorialize their intentions to cooperate with each other for the benefit of the TSIC scholars, as follows:

MCEF will:

1. Designate TCC as an "MOU partner" and urge Monroe seniors to apply for and strongly consider TCC.
2. Schedule regular college visitations to TCC, exposing TSIC students to the opportunities at TCC.
3. Provide student data to TCC as may be necessary and helpful for the success of this partnership.
4. Ensure that every TSIC scholarship recipient who chooses TCC completes their FAFSA applications early in the process and selects the "Work Study/Campus Employment" option.
5. Ensure that every TSIC scholarship recipient who chooses TCC submits a signed **Student Authorization for Access to Educational Records** form allowing TCC to release academic records to MCEF

TCC will:

1. Appoint a college-employed and college-based TSIC coordinator.
2. Assign an academic advisor to each TSIC scholarship recipient who enrolls at TCC to complete My Academic Plan (MAP) for the student's Program of Study.

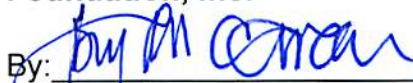
3. Require the declaration of a Program of Study upon entering, and not allow a change without meeting with the academic advisor.
4. Require each student to meet with the designated advisor prior to each subsequent semester. The College designated TSIC Coordinator will monitor course withdrawals and advise the students on the impact of the withdrawals.
5. Provide a rich variety of summer courses enabling each student to accumulate 30+ credits per year.
6. Provide first-generation-in-college support, including peer mentors.
7. Provide academic support through the William D. Law Learning Commons.
8. Establish appropriate early academic alerts signaling threats to student success.
9. Make students aware of housing included in their funding, such as a "living-learning environment" provided by the Southern Scholarship Foundation.
10. Encourage students to apply for work-study opportunities and internships.
11. Encourage the formation of a chartered TSIC Alliance Club student organization.
12. Provide end of semester and end of year reports to MCEF showing the success of each student cohort.
13. Identify the reasons for student non-completion, and develop corrective measures and required changes to this MOU, as necessary.

General Provisions:

1. The term of this MOU is for one year from the date that the last party signs the MOU. The MOU shall renew automatically for one-year terms unless one party notifies the other of its intent to non-renew at least 30 days prior to the end of a one-year term.
2. Either party may provide written notice to the other party of termination for convenience with advance notice of 30 days or the end of the semester in which students are enrolled, whichever is later.
3. Nothing in this MOU shall require TCC or MCEF to expend any funds.
4. Each signatory to this MOU represents and warrants that he or she possesses all necessary capacity and authority to act for, sign, and bind the respective entity or person on whose behalf he or she is signing.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding, in one or more counterparts, each of which shall constitute an original to be effective upon the date of the last signature.

**Monroe County Education
Foundation, Inc.**

By: 
 PRESIDENT
 05/20/2017

**The District Board of Trustees of
Tallahassee Community College,
Florida**

By: _____