



## MEMORANDUM OF UNDERSTANDING

### THE UNIVERSITY OF HOUSTON SYSTEM HOUSTON COMMUNITY COLLEGE & CITY OF HOUSTON

#### **PURPOSE**

The purpose of this memorandum of understanding (“MOU”) between University of Houston System (“UHS”), Houston Community College (“HCC”), and the City of Houston (“City” or “COH”) is to facilitate the future development of a world-class, professionally trained workforce for the City of Houston. This will be accomplished by extending access to advising, lifelong learning (non-credit), and instructional support to City of Houston employees. This Memorandum of Understanding serves to initiate a long-term relationship between UHS, HCC, and the City of Houston. The organizations are committed to pursuing mutually agreed upon current and emerging training and educational opportunities with the City of Houston. The MOU does not preclude or restrain the City of Houston from making agreements with other educational institutions.

#### **DEFINITIONS**

“**Student Corporate Credit Articulation Fee**” means the cost per credit awarded which is charged to a student for evaluating corporate training for college credit.

“**Director**” means the director of the City’s Human Resources department, and his or her designee or successor.

“**Prior Learning Assessment Portfolio Assessment Submission Fee**” means the nonrefundable fee paid by students for evaluation of college level credit for learning received in environments other than in a college or university.

#### **RESPONSIBILITIES**

This MOU sets forth the understanding between the parties herein concerning their respective roles and responsibilities regarding the City of Houston initiative (“the program”). The parties herein understand and agree as follows:

**THE PARTIES WILL:**

1. Collaborate periodically at the request of the E.B. Cape Center on a needs assessment to identify educational needs of City of Houston employees.
2. Assign organizational representative(s) to serve as a liaison who will attend all required meetings, functions, and program related activities.
3. Provide staff and resources to produce collaborative marketing materials associated with the program. This includes printed and web based materials.
4. Collaborate to provide pre-enrollment open houses, advising, enrollment services, and career counseling to COH employees at college / university campuses and at the E. B. Cape Center as mutually agreed upon and scheduled. Further, the parties will work together to develop student-tracking capabilities for current and prospective COH employees. Information from student-tracking capabilities will be used to evaluate and enhance this alliance program.
5. Collaborate to develop and implement a comprehensive evaluation instrument to be reviewed annually and designed to assess positive outcomes and program growth.
6. Collaborate to ensure compliance with federal, state, and local statutes related to the delivery of educational and training programs. This includes, but is not limited to, the securing, use, and transfer of student records and other personal information in the event such is allowed in accordance with and limited by Family Educational Rights and Privacy Act (FERPA) guidelines.
7. Actively pursue the acquisition of funds and other resources for program expansion and opportunities to present at local, regional, and national conferences and meetings.
8. The City of Houston has submitted to the University of Houston and Houston Community College portions of its training coursework and the University / College has evaluated such coursework for credit. The resulting HCC Course Assessment Guide is a public statement, intended for use by the College's students and advisors as well as the City of Houston's employees. The HCC Course Assessment Guide, which may be mutually modified by parties as set forth in this MOU, is attached to this MOU as Exhibit A and is hereby incorporated by reference. Students submitting courses contained in the HCC Course Assessment Guide to the College for credit evaluation will be subject to all College policies, procedures, and fees in effect at the time of submission, except that, no Prior Learning Assessment Portfolio Submission fee or Student Corporate Credit Articulation Fee will be assessed or collected from City of Houston employees for courses contained in the HCC Course Assessment Guide, including any updated HCC Course Assessment Guide. City of Houston employees who submit coursework for credit evaluation that is not offered by the City or that does not appear in the HCC Course Assessment Guide shall be subject to all applicable fees including the Prior Learning Assessment Portfolio Submission Fee and Student Corporate Credit Articulation Fee if the coursework is approved for College credit. No City of Houston courses other than those courses in the HCC

Course Assessment Guide will be evaluated for credit. There is no guarantee that any credits awarded to students through the College's Prior Learning Assessment process will transfer to other colleges or universities. In addition, certain states may have restrictions on the amount of credit that can be awarded to students.

9. HCC will accept E. B. Cape Center courses for credit as provided by state law and the Southern Association of Colleges and Schools (SACS) as agreed to in the attached HCC Course Assessment Guide. UHS will accept course credits transcribed by HCC according to academic policies as provided by state law.
10. The City of Houston may submit updated coursework to HCC and UHS for evaluation and inclusion in the HCC Course Assessment Guide once every 12 months while this MOU is in effect. After evaluation, the updated HCC Course Assessment Guide shall replace the then existing HCC Course Assessment Guide and be incorporated into this MOU. The evaluation standards and the amount of credits awarded for the courses listed in HCC Course Assessment Guide shall be determined in the sole discretion of HCC and UHS.
11. All college / university fees normally charged to the City of Houston for pre-evaluation of the City of Houston's coursework contained in the HCC Course Assessment Guide, including updates, shall be waived by the HCC and UHS.
12. Collaborate to market the alliance as outlined in Attachment A to this MOU.

**HCC WILL:**

1. Assess current City of Houston training inventory for the purpose of articulating courses into HCC for credit. This will be done in accordance with HCC academic policies and in a manner consistent with accreditation standards. Articulation of training courses will be reviewed and updated on an annual basis. Students may have their individual training portfolio evaluated for the award of prior or experiential learning credit at no charge (\$25 or applicable fee waived for COH employees). Prior or experiential learning credit may yield workforce course credit and allow a student advanced standing in pursuit of a certificate or degree. Evaluation of accredited college transcripts will be completed at no charge. HCC will issue course credits to COH employees who have been admitted to the college as described in Attachment B (HCC Course Assessment Guide) to this document.
2. Extend access to lower-division courses to City of Houston employees by traditional and electronic means.
3. Collaborate with UHS on admissions and articulation agreements to support COH employees transferring to UHS.
4. Extend access to advising, enrollment services and instructional support to City of Houston employees by traditional and electronic means. This includes, but is not limited to, participation in Open Houses, Information Fairs, etc. scheduled at the E. B. Cape Center.

### **UHS WILL:**

1. Assess current City of Houston training inventory for the purpose of articulating courses into UHS for credit. This will be done in accordance with academic policies and in a manner consistent with accreditation standards. Students will be encouraged to have their individual training portfolios evaluated by HCC to ensure the maximum number of allowable transfer hours. Credits obtained through workforce development have limited transferability into UHS degrees. (Exceptions include selected degrees in the UH College of Technology.) There is no separate fee for evaluation of transcripts.
2. Students taking coursework at the E. B. Cape Center in programs identified by the City of Houston as meeting a critical need (to be determined as needed) may be eligible to receive up to \$85 in fee waivers with the UHS per semester.
3. Provide personnel to manage all aspects of the program. This individual will work with the designated representatives from HCC and the City of Houston to convene program meetings as needed.
4. Extend access to upper-division (bachelor's) and graduate-level (master's) courses by traditional and electronic means.
5. Collaborate with HCC on admissions and articulation agreements to support COH employees transferring to UHS.
6. Extend access to advising, enrollment services and instructional support to City of Houston employees by traditional and electronic means. This includes, but is not limited to, participation in Open Houses, Information Fairs, etc. scheduled at the E. B. Cape Center.
7. Provide a general academic advisor for program students.
8. Provide career-counseling services to students who enroll in the program.
9. Host and maintain the program website.

### **THE CITY OF HOUSTON WILL:**

1. Conduct an educational level needs assessment on a periodic basis. UHS and HCC will work with the City of Houston to develop any needed assessment instruments.
2. Provide access to space for advising, enrollment services, career counseling and pre-enrollment open houses for COH employees as part of the program activities.
3. Identify a liaison to work with UHS and HCC on program development.

4. Issue E. B. Cape Center transcripts to employees by paper or electronically, which may then be presented to HCC for course credit evaluation as outlined in the attached and future HCC Course Assessment Guides.

This MOU constitutes the entire understanding among the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this MOU. No amendment, consent, or waiver of terms shall bind any party unless in writing and signed by all parties. The parties to this MOU by the signatures below of their authorized representatives, acknowledge having read and understood this MOU, and acknowledge their commitment to one another.

This MOU is effective on the Countersignature Date and remains in effect, unless cancelled by any party with 90 days formal written notice of cancellation by registered mail, addressed to the parties' respective authorized representatives.

The Parties have executed this Memorandum of Understanding in multiple copies, each having equal force and effect of an original, as of the date of countersignature by the City Controller of the City of Houston.

**UNIVERSITY OF HOUSTON SYSTEM**

**HOUSTON COMMUNITY COLLEGE**

By: \_\_\_\_\_  
Name: **Renu Khator**  
Title: Chancellor

By: \_\_\_\_\_  
Name: **Mary S. Spangler**  
Title: Chancellor

**CITY OF HOUSTON**

**CITY OF HOUSTON**

By: \_\_\_\_\_  
Name: **Annise D. Parker**  
Title: Mayor

Attest: \_\_\_\_\_  
Name: **Anna Russell**  
Title: City Secretary

Approved as to Form: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
L.D. File No. \_\_\_\_\_

Countersigned: \_\_\_\_\_  
Name: **Ronald C. Green**  
Title: City Controller

Approved: \_\_\_\_\_  
Name: **Omar Reid**  
Title: Human Resources Director

Date Countersigned: \_\_\_\_\_

## **Attachment A**

### **University of Houston System, Houston Community College and The City of Houston, E.B Cape Center Alliance Marketing Plan**

Following are the marketing actions agreed to by the University of Houston System (UHS), Houston Community College (HCC), and the E.B. Cape Center as a part of the three-way alliance. No other agreements have been made.

1. The University of Houston System (UHS) will create, manage, update, and maintain a Web site referencing the E.B. Cape Center. The Web site will contain the University of Houston System, Houston Community College (HCC) and the E.B. Cape Center logos, but not the City of Houston logo. The web site will contain the following links to assist CITY OF HOUSTON employees:
  - A. University of Houston System and Houston Community College (a general information page);
  - B. How it works (a description of the process to apply for college credit for CITY OF HOUSTON E.B. Cape Center courses at Houston Community College and by transfer to University of Houston System);
  - C. Degree Programs (a listing of online, instructional television and site-based degree programs and courses);
  - D. Accreditation Associations (a description of those associations accrediting degrees at the University and College)
  - E. Cost (costs per credit hour at Associate's, Bachelor's, Master's, Doctoral-level at each university in the UH System and at Houston Community College);
  - F. CITY OF HOUSTON Memorandum of Understanding with UHS and HCC and HCC Course Assessment Guide
  - G. Testimonials (will be added as CITY OF HOUSTON employees participate in the program and are identified and agree to add testimonials to the Web site); and
  - H. Contact Us (a request for assistance link). A University of Houston System representative will be available to answer any questions or refer individuals to the appropriate counterpart at Houston Community College.
2. The City of Houston E.B. Cape Center will identify the University of Houston System and Houston Community College as alliance partners in its internal marketing promotions and establish a link from its internal Web site to the co-branded Web site to assist City employees.
3. . The E.B. Cape Center will provide periodic email follow-ups as agreed upon and/or will reference the University of Houston System/Houston Community College alliance in its marketing materials.

4. The CITY OF HOUSTON E.B. Cape Center will allow the University of Houston System; and Houston Community College to hold ongoing in-person informational meetings and events at selected facilities of the City of Houston. The parties shall work together to specify the facilities to be visited by University/College personnel and coordinate details of each visit.
5. Each party agrees to provide to the other relevant marketing materials and logos for use in furthering the marketing purposes.