SPRING 2013 SEMESTER ENROLLMENT FEE WAIVER PILOT PROGARM
Memorandum of Understanding
between the Palo Verde Community College District and the Palo Verde College California Teachers Association

Dated: 1-14-13

The Agreement set forth in this document is based on a good faith bargaining effort between both parties.

The intent of this MOU is to provide a ONE SEMESTER ENROLLMENT FEE WAIVER PILOT PROGRAM for faculty participation per the conditions listed as follows:

General Overview: The PVC Enrollment Fee Waiver Pilot Program for the Spring 2013 semester, affords full and part time faculty and eligible dependent family members to enroll in spring semester credit classes at Palo Verde College with the College covering the costs of the enrollment fees. This is a standard professional development benefit offered at many community colleges whereby the College pays for or reimburses the employee for the enrollment fee associated with the number of credit units, enhancing the education of the employee and family base, while supporting enrollment and FTES generation.

Purpose / Justification:

1. As an institution of higher education, to promote higher education among faculty and their immediate eligible dependent family members.
2. To facilitate access to higher education, eliminating enrollment fees as a barrier.
3. To enhance enrollment/FTES generation capabilities as a budget stabilization effort.

Eligibility:

1. Be a permanent full time or part time faculty member
2. Be a spouse or recognized domestic partner
3. Be a IRS-defined legal dependent
    a. Legally dependent child (18 - 25 years of age) or if in High School, be a Junior or Senior and meet the qualifications per Education Code which involves minimum academic GPA at the High School, High School authorization to attend, and submittal of appropriate college forms (in Admissions)

To participate, eligible faculty or their immediate dependent family members as defined will:

1. Submit the PVC application through CC Apply (via the web).
2. Electronically enroll no later than January 24, 2013 for the regular semester via the web (students are able to enroll and a fee receipt will be generated but no fee payments are made at this time) in open classes, or, if a class is closed, follow the process for adding a closed class. Enrollment for short-term classes offered throughout the semester is also available.
3. Bring the Fee Receipt to the Business Office and complete **the Employee Enrollment FEE Waiver Pilot Program Form** so as not be charged or to prevent a due-bill from being created on the student record. EXEMPT FEES: All other fees including the ASB Fee, and all fees associated with textbooks and class materials.
4. At the end of the semester, a report will be completed which will include, but is not limited to:
    a. Results of a survey of participants regarding their participation in this pilot program

b. Number of employees enrolled
    i. Number of units taken
    ii. Number of units completed
    iii. Number of FTES generated
c. Number of family members enrolled
    i. Number of units taken
    ii. Number of units completed
    iii. Number of FTES generate
d. Cost to the District
e. Continuation
   If the pilot program is continued, and based on data, further refinements as to whether or not the program is via a "fee waiver" or an "educational reimbursement" program linked with a final grade of "C" or passing grade is to be determined, the definition of "employee" and "dependent" family members, the circumstances when the benefit is offered to dependent family members, etc., along with other conditions associated with the creation of a formal program.

5. Faculty may submit course-work completed under this plan as Flex Credit, consistent with the Flex Committee's guidelines.
6. Minor administrative/operational changes may be made to this pilot program without delaying implementation or Board approval.

Sample of Colleges with similar plans:
College of the Desert ($800/employee/year for courses at COD or elsewhere)
Imperial Valley College (reimbursement for grades of "C" or better)
Copper Mountain ($800/employee/year for courses at COD or elsewhere)

SIGNATURES:

Palo Verde Community College District Administrator:

_____ _____
Signature: Interim Superintendent/President Date

PVC – CTA/CCA

_____ _____
Signature: CTA President Date