# SPRING 2013 SEMESTER ENROLLMENT FEE WAIVER PILOT PROGRAM MEMORANDUM OF UNDERSTANDING (MOU)

## PALO VERDE COMMUNITY COLLEGE DISTRICT

## AND

## CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, PALO VERDE COLLEGE CHAPTER 180

This Spring 2013 Semester Enrollment Fee Waiver Pilot Program Memorandum of Understanding ("MOU") between the Palo Verde Community College District ("District") and the California School Employees Association and its Palo Verde College Chapter 180 ("Association") (collectively "Parties") is entered into with respect to the following:

### A. GENERAL OVERVIEW.

1. Palo Verde College, as an institution of higher education, seeks to promote higher education among classified employees and their immediate eligible dependent family members by eliminating enrollment fees as a barrier to high education.

2. This Enrollment Fee Waiver Pilot Program for the Spring 2013 semester affords permanent full and part-time classified employees and eligible dependent family members with the ability to enroll in spring semester credit classes at Palo Verde College without the burden of paying the costs of the enrollment fees, which shall be borne by the college as per the provisions of this MOU.

3. This MOU is a pilot program that offers a standard professional development benefit similar to those found at many community colleges whereby the College pays for, or reimburses the employee for, the enrollment fee associated with the number of credit units, thereby enhancing the education of the employee and his/her immediate family, while supporting enrollment and FTES generation.

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

5. This Enrollment Fee Waiver Pilot Program also seeks to enhance enrollment/FTES generation capabilities as a budget stabilization effort.

### B. ELIGIBILITY.

1. Eligibility under this MOU is limited to full-time or part-time classified employee in the District; and

2. Spouses or recognized Domestic Partners of full-time or part-time classified employees in the District; and

3. IRS-defined legal dependents of full-time or part-time classified employees in the District, such as:

a. A legally dependent child (18 - 25 years of age); and/or
b. If in High School, a Junior or Senior who meets the qualifications per Education Code which provides for a minimum academic GPA at the High School, a High School authorization to attend, and the submittal of appropriate college forms (through the college's Admissions department).

**C. PARTICIPATION.** To participate, eligible classified employees or their immediate dependent family members, as defined above in paragraph B, shall have:

1. Submitted the PVC application through "CC Apply" (via that website); and

2. Have been electronically enrolled 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. (Please note: Enrollment for short-term classes offered throughout the semester is also available); and

3. Brought the Fee Receipt to the college's Business Office and completed the *"Employee Enrollment Fee Waiver Pilot Program Form"* so as not be charged for the class (or to prevent a due-bill from being created on the student record).

4. Exempt Fees: All other fees including the ASB Fee, and all fees associated with textbooks and class materials are not waived under this MOU.

5. Employee Class Schedules: An employee may, with the approval of their supervisor, enroll during the regular work day up to a maximum of 6 hours per week, as long as the work hours are adjusted within the work-week the time is taken.

**D. PROGRAM ASSESSMENT AND CONTINUATION.**

1. At the end of the semester, a report will be completed by the District 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 including the number of units taken, the number of units completed, and the number of FTES generated;
   c. Number of family members enrolled including the number of units taken, the number of units completed, and the number of FTES generated; and
   d. Cost to the District

2. Continuation: This pilot program automatically expires at the end of the Spring Semester 2013. However, the Parties agree to meet and confer on whether the fee waiver program contemplated in this MOU shall be continued into the future, and whether further refinements need to be considered, including but not limited to, the following areas:

   a. The program's viability as a "fee waiver" program or as an "educational reimbursement" program linked with a final grade of "C" or passing grade (to be determined); and/or
   b. The eligibility of the employee and dependent family members, the definition of "employee" and "dependent" family members, and under which circumstances the benefit is offered to employees and dependent family members, ect.; and/or

c. Other conditions associated with the creation of a formal, on-going program.

**E. APPLICABILITY.** The agreement as set forth in this MOU is based on a good faith bargaining effort between both parties, and does not modify the parties past practice or collective bargaining agreement except to the extent that this MOU modifies (via the fee waiver) that which is already specified for under Article 3, Section 2, Professional Growth Compensation, of the CSEA contract.

**Agreed to this 7th day of February, 2013 at Blythe, California:**

**On Behalf of Palo Verde Community College District Administrator:**

Denise Whittaker, Interim Superintendent/President — Date: 2-12-13

**On Behalf of CSEA and it's Chapter 180 at Palo Verde College**

Rich Soto, CSEA President — Date: 2/12/13