Memorandum of Understanding
Between
Baltimore City Community College
And
STAND FOR YOUTH (SFY)

THIS MEMORANDUM OF UNDERSTANDING (MOU) by and between Baltimore City Community College (BCCC) and STAND FOR YOUTH (A 501 (c) (3) Non-Profit Organization). This MOU is effective from April, 2017 until June 30, 2020, for a term of three (3) years. The parties will conduct an annual review of the contract to assess the program. This agreement may be terminated by either party upon giving thirty (30) days written notice.

NOW THEREFORE, the parties, for good and valuable consideration, agree to the following:

The key component of the partnership shall be a program primarily for 11th grade students based on available accommodations. Other students may participate as determined by STAND FOR YOUTH. The partnership will prepare students for post-secondary education (credit) in areas of Biotechnology. In addition to preparing students interested in the Biotechnology certificate programs, they will be considered for the dual enrollment program and other credit bearing certificate programs under the Articulation Agreement we have with Baltimore City Public Schools.

Responsibilities:

Baltimore City Community College will:

1. Provide a facility for the implementation of a five to eight week College and Career Preparation Program, jointly designed and agreed upon by the partners. The Program will be held at BCCC Life Sciences Institute, UM BioPark or Liberty Campus based on
available space at the time of agreed upon schedule. BCCC will provide office space to greet and interview students and to meet with parents.

2. Provide scheduled access to computer lab with internet access to users.

3. Provide college level courses for those who test at the college level.

4. Agrees to share information regarding student participants to include academic performance and personal information related to academic and program performance, provided that students (under age 18) and their parents have signed the required release form. All students’ educational records will be handled in accordance with the Family and Education Rights Privacy Act (FERPA).

5. Provide SFY Dual enrollment program orientations, college and career fairs, closing ceremonies notifying SFY and students of acceptance into BCCC or of scholarship awards processed through the Admissions Office. Provide SFY with copies of signed acceptance (FERPA). BCCC will provide potential student directory information, as defined in the Family Education Rights and Privacy Act (FERPA), to SFY for matters of marketing and data management.

6. Provide assistance in the coordination of BCCC STEM Associate Deans or representatives to present STEM Associate, Certification and Certificate programs available at BCCC to SFY participants during SFY programming.

7. Provide that the parties agree to collaborate on the establishment and enforcement of processes and rules designed to maintain the standards and policies of each entity.

8. Provide that upon enrollment at BCCC, the STAND FOR YOUTH Dual Enrollment Students will be eligible to access and receive the same student support services as all other BCCC students.

9. Participate in external evaluations of SFY programs

10. Provide use of meeting space, based on availability, for Info-Sessions, meetings, orientations, mutually agreed upon by both parties.

11. BCCC will cover the cost of tuition/fees and books for students who meet the criteria for the Early Enrollment scholarship. (based on availability of funding)
12. Serve as the Accuplacer test site but also serves as the test site administrator at other sites, should more convenient and qualified sites be made known and available to BCCC for testing. Based on availability of staff especially during peak periods for the college.

Stand for Youth and students will:

1. Follow rules, procedures and protocols for use of BCCC space. Immediately notify BCCC staff if any problems should occur while in a BCCC facility. Learn and follow emergency evacuation procedures.
2. Provide General Liability insurance for all sites at which it operates a program, and provide copies of insurance certificates to BCCC stake-holders with the additional insureds requested, prior to start of program.
3. Pre-screen and Select students to participate in 21st Century STEM-infused Dual Enrollment College & Career Readiness Program working closely with Baltimore City Public Schools.
4. Expose students to a variety of BCCC STEM Associate Degree, Certificate and Certification programs, reaching out to BCCC Associate Deans and faculty so they can be involved, and partner in program implementation and delivery.
5. Serve as Single Point of Contact between Baltimore City Public Schools, Baltimore City Community College and client (SFY) students and parents.
6. Provide progress reports and data at mid-point and at the end of session.
7. Recruit/Retain a highly qualified staff of MSDE Certified administrator, teaching and support professionals, state licensed social workers and mental health professionals, industry professionals, career navigators, youth advocates and mentors to empower students to be college and career ready, and to self-advocate.
8. Provide a Faculty Member to work in STEM component of program, if available, a Natural and Physical Science student to work at the site no more than 25 hours per week to provide administrative and operational assistance, and a Lab Technician to prep and clean up the lab at current state payroll rates. All potential part-time contractors/employees must past SFY’s interview process. BCCC staff employed by SFY must complete secondary employment forms with BCCC Human Resource Department to ensure that there is no overlap in contracted hours of employment for BCCC staff. All BCCC staff members will be paid directly by SFY according to SFY’s payroll rates and schedule.
9. Partner with Youth Works so students can receive financial incentives while in the College & Career Prep Program to keep them engaged, and to improve retention and attendance rates.
10. Invite BCCC faculty and staff to participate in Program Info-Sessions, orientations and closing ceremonies.
11. Provide all marketing material including layout and design in conjunction with BCCC consent and approval.
Modifications and Amendments

All modifications to the terms of this MOU must be submitted in writing and signed by all parties.

Assignment

This MOU shall be binding upon the parties hereto and their successors and assigns, except that neither shall assign their rights, duties or responsibilities set forth in this MOU without the expressed written consent of the other party.

Designation of Program Administrators
Each partner shall designate individual to serve as coordinators under this MOU. The individuals designated as coordinators may be revised by either party by providing written notification to:

Baltimore City Community College
Tonja Ringgold, EdD.
Vice President, Academic Affairs and Interim
Vice President, Student Affairs
2901 Liberty Heights Avenue
Baltimore, Maryland 21215

Stand For Youth
Virginia L. Grant, CEO
College & Career Preparation Program
400 East Pratt Street
8th Floor
Baltimore, Maryland 21202
www.standforyouth.org (885)-728-7475

Baltimore City Community College
Daphne Snowden, EdD.
Dean, Academic Operations and Services
2901 Liberty Heights Avenue
Baltimore, Maryland 21215
dsnowden@bccc.edu
410-462-7697
IN WITNESS WHEREOF, all parties have signed and sealed this MOU as of the day first written above.

Gordon F. May, PhD.
President/CEO
Baltimore City Community College

Virginia L. Grant, CEO
Stand for Youth

The Virginia L. Grant
FOUNDATION, INC. a/d/b/a
STAND FOR YOUTH

5/23/17
Date

5/26/17
Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
THIS 12th
DAY OF May, 2017

Approved for Form & Legal Sufficiency

Signature
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1. Review especially for adherence to policies, procedures, guidelines, and support documentation.
2. Pay attention to priorities and adherence to goals, objectives.
3. General review of total proposal. Modify as needed.
4. Review for legal sufficiency and format.
5. Review and final sign-off.

Office of the Vice President, Academic Affairs – 09/04/2012
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