



Alameda Unified School District, College of Alameda, and Mills College  
Mills-Alameda Promise College Persistence Partnership  
Memorandum of Understanding

This Memorandum of Understanding ("MOU") for the Mills-Alameda Promise College Persistence Partnership, dated for convenience as of November 15, 2018, is made by and between Alameda Unified School District ("School District"), College of Alameda, and Mills College. The parties are sometimes referred to in this MOU individually as a "party" and collectively as the "parties."

RECOGNIZING, the Alameda Promise was created to provide pathways for Alameda high school graduates to access a quality college education;

RECOGNIZING, the goals of the Alameda Promise are to increase the percentage of high school graduates in the city of Alameda entering college, to strengthen students' access to career pathways and preparation to join the workforce in Alameda and surrounding areas and to deepen the connection between College of Alameda and its home community;

RECOGNIZING, Alameda Unified School District aims to increase college and career readiness for all students;

RECOGNIZING, the College of Alameda, a public community college, supports student success by empowering students with the values, knowledge, and skills to succeed in becoming engaged global citizens. These qualities enable them to be involved in the creation of a future that is socially just, economically viable, ecologically sound, and promotes a healthy quality of life and holistic well-being. At College of Alameda, we strive to provide all of our students with high-quality educational experiences that will inspire their thinking and empower them to succeed;

RECOGNIZING, Mills College is a private liberal arts college for women and gender non-binary students at the undergraduate level, with co-educational graduate and professional programs, serving diverse communities seeking a quality education, which equitably commits its resources to provide access to higher education to as many talented students as possible in an environment that respects individuality, builds community, and encourages student success, and is committed to leading the charge to create an inclusive and just society and provide a transformational educational experience;

RECOGNIZING, Mills College's strategic commitment to strengthen community relationships and partnerships by building pipelines that guide and prepare both K-12 students and the adult population for success in higher education and employment;

RECOGNIZING, the mutual interest in ensuring that an increased number of students are prepared and ready for college and career and have access to the college or university of their choice; and also

RECOGNIZING, the importance of institutions of higher education's role in partnering to remove barriers to matriculation, and create pathways for a "warm transition" from high school to college, and that a successful first year experience is correlated with college persistence and timely attainment of post-secondary degrees;

RECOGNIZING, Alameda Unified School District, College of Alameda, and Mills College are interested in establishing a collaborative College Persistence Partnership and the parties expect that this Partnership will provide substantial benefits to both parties in support of their respective mission, goals and operations.

THE PARTIES HEREBY agree to establish a formal partnership, hereafter referred to as the "Promise College Persistence Partnership" to collaborate and provide the resources needed to achieve the Purpose of the Partnership including, without limitation, the following responsibilities:

#### ARTICLE I: SCOPE OF THE PARTNERSHIP - PROGRAMMATIC

ALAMEDA UNIFIED SCHOOL DISTRICT WILL:

Financial Aid & Financial Literacy:

- Take reasonable steps to ensure every Alameda Unified School District student completes a FAFSA or Dream Act Application.

Access & Admission:

- Collaborate with Mills College to facilitate coordinated college-access outreach within Alameda Unified School District (AUSD) including: (a) completing the FAFSA and BOGFW and participation in Cash for College events (b) completing the Mills College application; (c) completing the Alameda Promise application, and (d) one-on-one pre-admission advising and application support.
- Collaborate with Mills College to facilitate middle and high school college tours each year.
- Collaborate with Mills College on college access events, including but not limited to: panels, resource tabling, classroom conversations and presentations.
- Host and facilitate Spring College Success Workshops prior to high school graduation for college matriculation and financial literacy.

- Effectively communicate and promote partnership and a first-year pathway to students and families via workshops and website.
- Serve as liaison between Mills College and Alameda Promise students and families.
- Facilitate parent engagement programming.

#### COLLEGE OF ALAMEDA WILL:

- Provide a year of community college without fees to every eligible Alameda student attending College of Alameda.
- Collaborate with Mills College to facilitate college tours each year.
- Collaborate with Mills College on college access events, including but not limited to: panels, resource tabling, classroom conversations and presentations.
- Host and facilitate Spring College Success Workshops prior to college graduation for college matriculation and financial literacy.
- Effectively communicate and promote partnership via workshops and website.
- Serve as liaison between Mills College and Alameda Promise students and families.

#### MILLS COLLEGE WILL:

##### Financial Support:

- Admit Alameda Unified School District (AUSD) students who meet Mills' admission criteria into the Promise College Persistence program, which provides financial, academic and co-curricular support in order to promote the academic success, college persistence and completion of these students.
- In addition to state and federal funding, Mills will provide institutional funding of scholarships and grants of a minimum of \$7000, depending on need and academic merit, for all admitted AUSD students with a 3.2 GPA. Self-help financing (loans and campus employment) would be in addition to this aid and could be used by students to help offset Room and Board charges, if desired.
- Work together to review each Promise student's financial aid package to look for possibilities to fill the gap between the cost of college and all grants and scholarships. Students must complete their FAFSA/DREAM application and apply to 3 additional private scholarships.
- Make other scholarship opportunities available to Promise students during their college tenure, whenever possible.
- Provide financial aid/FAFSA/DREAM application counseling support for students to maintain their financial aid through college, and direct representatives from the financial aid office to troubleshoot any issues with Promise students.

##### College Access, Readiness and Seamless Transitions:

- Collaborate on recruitment and college advising, college fairs, and college visits for AUSD students.

- Facilitate smooth transitions between AUSD schools, College of Alameda, and Mills.
- Provide clear transfer requirements, and engage students in programs and services that support their success as transfer students.
- Wherever possible, guarantee enrollment for AUSD students meeting Mills' admissions criteria to enroll directly into college from high school the Fall after their senior year.
- Support AUSD in creating dual enrollment opportunities for AUSD high school students to earn college credit, in conjunction with AUSD's Teaching and Learning Department.
- Provide curricular pathways information to students to promote degree completion within two years, upon transfer to Mills.

#### Persistence Support:

- Offer all Mills-Alameda Promise students the opportunity to participate in the MC Promise Leadership Academy, a summer bridge program designed for Promise high school students entering Mills College in the fall. The Academy promotes academic success and a sense of community for scholar-activists from local high schools. Students in the Leadership Academy take mini-courses with faculty, gain student success skills at seminars on time management and learning styles, and build their leadership capacity through workshops on identity, community, and activism.
- Provide an on-going personalized support system to Mills-Alameda Promise students via an academic success team, including a faculty advisor/mentor in their major or area of interest and an academic navigator who will monitor academic progress and offer academic support options as needed.
- Provide the Being The First program that provides support and community-building opportunities for first-generation college students, with a focus on connecting students with the resources they need to meet their academic, personal, and career goals.
- Provide alumnae mentoring, individualized career counseling and networking opportunities to promote success during and after college.

#### Collaboration Commitments:

- Commit top leadership to represent the college in relation to the Mills-Alameda Promise Partnership.
- Assign leaders, within both the Admissions and Financial Aid Offices, as liaisons for issues related to Promise students.
- Share AUSD graduate cohort data, as allowable by law, for the purpose of working together to improve persistence.

### ARTICLE III: SCOPE OF PARTNERSHIP - DATA

#### AUSD AND COLLEGE OF ALAMEDA WILL:

Document and share student data with Mills College, consistent with the data-sharing agreement in place between AUSD and Peralta Community College District, as well as all local,

state and federal laws, to ensure Alameda students receive priority access to services, including:

- Demographics
  - Ethnicity
  - Free and Reduced Priced Meal
  - English Learner
  - Foster Youth or Homeless
  - Parent Education Level
  - Gender
  
- Persistence & Retention
  - Post-secondary enrollment rate
  - Post-secondary enrollment pattern
  - Post-secondary retention
  - Post-secondary persistence
  - Post-secondary degree attainment

MILLS COLLEGE WILL:

Collaborate with AUSD and College of Alameda to define metrics, and share the following data, as allowable and in compliance with all local, state and federal laws:

- Tracking of Alameda Promise students, including:
  - Student performance
  - Program participation
  - Student persistence
  - Longitudinal and cohort tracking

#### ARTICLE IV: GENERAL TERMS

1. All significant decisions regarding the Mills-Alameda Promise College Persistence Partnership will require agreement by both parties. Each party will identify one person within its organization to represent it in joint collaborative decision-making.
  
2. Each party shall be individually responsible for funding its own costs for any and all activities under this agreement and neither party shall have a right to share in the proceeds of any fundraising activities of the other party related to the Partnership or otherwise.
  
3. The parties will assign employees or volunteers of their respective organizations to carry out the work of the Partnership, and each shall continue to function as an employee of the party making the assignment.

4. The Persistence Partnership shall not be a legal partnership, and each party shall retain any and all liability for its operations and actions in the course of or under the Partnership and for the actions of its own staff and volunteers.
5. The parties shall comply with all applicable laws and regulations relating to its operations hereunder, including without limitation laws and regulations relating to protection and confidentiality of individually identifiable student personal information.
6. The parties agree to indemnify the other parties and each others' officers, agents, consultants, employees, and volunteers against and to hold the same free and harmless from any and all claims, demands, damages, injuries, losses, costs, expenses, actions, or liabilities, including costs of litigation and attorney's fees, caused through their respective omission, negligence, or intentional conduct.
7. Any amendments, extensions, terminations or modifications to this MOU must be in writing and signed by authorized representatives of the party or parties.
8. Either party may terminate this MOU, without cause at any time, by giving thirty (30) days prior written notice to the other party of such termination, such notice to include the rationale for termination and specifying the effective date.
9. This MOU shall be governed by the laws of the State of California.
10. This MOU may be executed in counterparts, each of which shall be deemed to be an original.
11. Formal notices, demands, and communication between AUSD, College of Alameda and Mills College shall be sufficiently given if, and shall not be deemed given unless, dispatched by registered or certified mail, postage prepaid/ return receipt requested, or delivered by reputable overnight delivery service, return receipt requested or delivered personally with a delivery receipt to:

College of Alameda  
555 Ralph Appezato Memorial Parkway  
Alameda, CA 94501  
Attention: President

AUSD  
2060 Challenger Dr.  
Alameda, CA 94501  
Attention: Superintendent of Schools

Mills College  
5000 MacArthur Blvd.  
Oakland, CA 94613  
Attention: President

12. Such written notices, demands, and communications may be sent in the same manner to such other addresses as the affected party may from time to time designate as provided in this section. Receipt shall be deemed to have occurred on the date shown on a written receipt as the date of delivery or refusal of delivery (or attempted delivery, if undeliverable).
  
13. This MOU is only for the purpose of defining the purpose and respective roles and responsibilities of the parties and other stakeholders in the Mills-Alameda Promise College Persistence Partnership, and notwithstanding any communication among the parties or any course of dealing or otherwise, neither this MOU nor any of its provisions shall be legally binding upon, or create any legally enforceable duties or obligations upon, or any legally enforceable rights in favor of any party, organization, individual or entity.

TERM OF AGREEMENT: This MOU shall be in effect for an initial term of three (3) years, commencing on November 15, 2018 and terminating on November 15, 2021 or sooner as provided herein.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized officers as of the day and year first above written.

Alameda Unified School District

College of Alameda

\_\_\_\_\_  
By: Sean McPhetridge, Superintendent  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Tim Karas, President  
Date: \_\_\_\_\_

Mills College

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By: Elizabeth L. Hillman, President  
Date: \_\_\_\_\_