



June 4, 2008

Gerald Shimada
Dean, Special Programs and Services
Chabot College
25555 Hesperian Boulevard
Hayward, CA 94545-5001

Re: Memorandum of Understanding No. 08-CCC-Puente-06 between the Regents of
The University of California/Puente Project and Chabot College

Dear Dean Shimada:

I am enclosing two copies of the 2008-2009 Memorandum of Understanding between Chabot College and The University of California/Puente. The MOU is an annual document that identifies mutual roles and responsibilities that are necessary for an effective Puente program.

If you are unable to meet these standard commitments, please contact me, and either I, or your designated RPC, will discuss possible alternatives with you.

As in the past, the primary points in the MOU are:

The college agrees to provide:

- reassigned time for a full-time English instructor of one period for Puente co-ordination, in addition to the Puente English class
- 50% reassigned time for a full-time counselor for counseling and Puente co-ordination
- clerical assistance of at least 10 hours/week for the Puente program
- financial support of at least \$5,000 for implementation of the first program and \$4,400 for the second (with the rationale that some services will be shared by the two programs). Implementation includes student field trips, trips to universities, participation in the annual student motivational conference, etc. This amount may be from the college's own resources or Title V funds, or through shared resources such as the transfer center.

Puente agrees to provide:

- a weeklong mandatory training for new instructors and counselors, with all related training materials, room, board, and transportation to and from the training paid by Puente
- ongoing training for instructors and counselors, consisting of at least two regional or statewide training sessions and area network meetings as needed
- ongoing support and resources for training

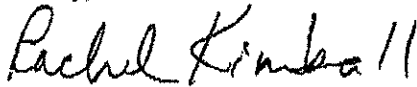
- ongoing program assessment
- regional program implementation support for teams and college administrators.

Please review the MOU and obtain the necessary signature on both copies of the document, and return BOTH to Rachel Kimball, Puente Project, UCOP, 300 Lakeside Dr., Oakland, CA 94612-3550. We will obtain the necessary signatures here and return one fully executed MOU for your files.

Please also be sure to complete the section entitled "Project Personnel Contacts" on page 4, listing the appropriate Puente contact for your college. The contact person should not be a Puente team member (counselor or instructor).

If you have any questions, please do not hesitate to contact me at 510-987-9671 or by email at Rachel.Kimball@ucop.edu.

Sincerely,



Rachel Kimball
Contracts Editor
Puente, UCOP
300 Lakeside Drive
Oakland, CA 94612-3550

Cc: Vice President Javaheripour
Administrative Director Smith
Counselor Parada
RPC Romero
File

Encl.

MEMORANDUM OF UNDERSTANDING NO. 08-00C PUENTE-06
Between
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
PUENTE PROJECT and CHABOT COLLEGE
for FISCAL YEAR 2008-2009

THIS MEMORANDUM OF UNDERSTANDING or MOU is entered into between The Regents of the University of California, (hereinafter called "The Regents"), on behalf of the Puente Project (hereinafter called "Puente"), and Chabot College (hereinafter called "College").

WHEREAS, The Regents administer Puente, which has established guidelines for Puente community college programs, provides training for college personnel who are implementing these programs, and requires colleges to meet certain reporting requirements; and

WHEREAS, The mission of Puente is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations; and

WHEREAS, The California Community Colleges and The Regents have entered into a Memorandum of Understanding (MOU) (1997) which calls for increased transfers to the University of California and expansion of Puente;

NOW THEREFORE, the parties mutually agree as follows:

I. PERIOD OF PERFORMANCE

This Memorandum of Understanding or MOU shall be in effect from July 1, 2008 to June 30, 2009.

II. STATEMENT OF PERFORMANCE

College and Puente shall work together to continue to provide a program for educationally disadvantaged students. The *Puente Community College Program Implementation Guidelines (2008)* is incorporated into this MOU by reference as though set forth in full and outlines program responsibilities, roles, and expectations for Puente, College, and their staffs in detail. Puente and College agree to follow these guidelines for the Puente program. No changes in the Puente model shall be made without the agreement of The Regents' Puente Executive Director.

Puente will provide continued support in the form of instructor and counselor training as described in Article IV. College will comply with all terms set forth in this MOU.

III. RESPONSIBILITIES OF THE COLLEGE

- A. College shall administer two (2) Puente programs in accordance with the *Puente Community College Program Implementation Guidelines (2008)*.
 1. Under Program 1, College shall offer a two-semester sequence of courses consisting of Pre-English 1A (or its equivalent) in the fall 2008 and English 1A (or its equivalent) in the spring 2009 for designated Puente students who qualify using the Chabot College English class assessment process, and as outlined in the *Puente Community College Program Implementation Guidelines (2008)*.
 2. Under Program 2, College shall offer a two-semester sequence of courses consisting of Pre-English 1A (or its equivalent) in the fall 2008 and English 1A (or its equivalent) in the spring 2009 for designated Puente students who qualify using the Chabot College English class assessment process, and as outlined in the *Puente Community College Program Implementation Guidelines (2008)*.

By agreeing to the terms of this MOU, College certifies that it has a population of educationally disadvantaged students that will benefit from a second Puente program and that the additional program will not jeopardize the success of the initial program.

- B. For each of the Puente programs described above, College shall provide services including teaching, counseling and mentoring components to first year students, and counseling and follow-up services until the student transfers to a four-year college or leaves the College.
- C. For each Puente program, College shall select and hire the following staff:
1. A full-time writing instructor whose schedule enables him or her to be a full team participant over at least a one-year period (Pre-English 1A, fall, and English 1A, spring, courses). The writing instructor shall be assigned to the Puente class and shall also receive reassigned time of 25% for Puente co-ordination.
 2. A counselor assigned at 100% time with 50% assigned time to Puente and 50% to general counseling. The 50% non-Puente assignment should not be for coordinating or managing another major program assignment, such as the transfer center.

In order to assure that students receive continuity of program services, temporary, part-time, or hourly counselors or writing instructors will not be approved.

Teaching and counseling staff will be selected in consultation with Puente. This consultation process may include an on-site interview and/or classroom observation by Puente state or regional office staff. Any changes in College's teaching or counseling staff must be discussed in advance with the Puente Executive Director or his designee. Personnel changes or additions made without prior consultation may result in the college paying for the cost of training the replacement staff. This cost is \$2,500 per person.

Any additional staff (reading and math instructors, tutorial or mentoring personnel) must be approved by the Puente Executive Director or his designee.

3. Clerical assistance assigned at least 10 hours a week to Puente for each program.
- D. For each Puente program, College shall provide office and administrative support in accordance with the following:
1. College shall contribute, from its own resources or Title V funds, or through shared resources such as the transfer center, program-operating costs of \$5,000 for one program and \$4,400 for the second (with the rationale that some costs will be shared). Funds are used for student field trips, trips to universities, participation in the annual student motivational conference, mentor, academic and cultural activities, and office supplies.
 2. College is responsible for providing office space in the counseling department area for the counselor, including access to a computer terminal for scheduling and counseling students. Office and equipment shall be provided by the beginning of the first day of instruction of 2008.
 3. College agrees to provide office space and access to a personal computer for clerical assistance. Office and equipment shall be provided by the first day of instruction of 2008.
 4. College is responsible for providing access to long distance and fax telephone and e-mail services for the counselor, instructor, and clerical support.
 5. College shall provide direct administrative oversight of the Puente administrative/program operational funds, and agrees to provide to the Puente on-site team access and authority to spend stated funds. The College share of the Puente budget shall be in place by September 15, 2008.
- E. For each Puente program, College agrees to release counselors and instructors to attend all required Puente training sessions and to take students on field trips to colleges and cultural events. New team members selected for Puente shall have participated in the assigned Puente Summer Institute (PSI), a mandatory weeklong residential training in June 2008.
- F. College agrees to schedule each semester a Personal Development/Guidance (PD) course taught by Puente counselor.
- G. College shall submit reports as specified by The Regents' Puente Office as described in Article V of this MOU.

IV. RESPONSIBILITIES OF PUENTE

- A. Training: Puente will provide the following staff development programs at no cost to College:
1. Puente Summer Institute: Initial mandatory training (weeklong, residential) for new writing instructors and counselors selected to participate in Puente. Training program will include instruction on improving student writing, incorporating literature focusing on the Mexican American and Latino experience, as well as other multicultural literature; effective counseling strategies; incorporating mentoring into the curriculum; working as a team to establish and implement the program; and program accountability.
 2. Ongoing training for instructors and counselors participating in Puente, consisting of at least two regional or statewide training sessions and area network meetings as needed.
 3. Ongoing support and resources for training.
 4. Ongoing support provided by Puente staff through site visitations, telephone, fax and email consultations.
 5. Instructor and counselor resource materials and mentor recruitment materials.
- B. Support funds: Puente will allocate mentor support funds of \$1,500 for the first program and \$1,320 for the second program, to be used for mentor activities such as field trips, meetings, orientations.
- C. Assessment: Puente will provide ongoing program assessment, including student outcome data analysis, statewide and local site assessment, data collection and reports, provided that the site teams and district office deliver student data.

V. PROGRAMMATIC REPORTING REQUIREMENTS

College will provide student and college data necessary to determine the impact of Puente. Data collected include, but are not limited to: student information forms, student activities surveys, official grades for each term, student update forms, and statistics regarding the college's ethnic breakdown, retention/graduation rates, and transfer rates. Students will also participate in interviews, complete questionnaires, and/or complete other assessment instruments necessary to determine the outcome of Puente. In no case will data be collected which identifies individual students without a release form signed by the student.

A. Data Collection Schedule

Because Puente staff coordinates data collection and reporting for both college and high school Puente programs, it is critical that the due dates be observed. Data is collected twice each year, with forms mailed from Puente in October and April. The counselor or instructor should return the SIBF forms, the student update forms and the official grade sheets to the Puente State Office as designated below.

1. FALL TERM:

<u>Item</u>	<u>Due Date</u>
Student Information Bubble Forms (SIBF)	October 31
Official Grade Sheet	End of term (instructor sends legible copy to Puente State Office)

2. SPRING TERM:

<u>Item</u>	<u>Due Date</u>
SIBF (new students only)	May 11
Student Update Form (continuing students)	May 11
Official Grade Sheet	End of term (instructor sends legible copy to Puente State Office)

Please send completed forms and other data to the Puente State Office.

VI. COLLECTION OF INFORMATION

In cases where the College collects information by interview or by questionnaire from students, parents, or the public in connection with Puente, the College may not, without prior written approval from The Regents, represent in any way that information is being collected by or for The Regents and Puente.

VII. PUBLICATION AND ACKNOWLEDGMENT OF PARTICIPATION IN THE REGENTS' PUENTE PROGRAM

The College may publish results of its local Puente site activity provided that such publications (printed, visual, or sound) contain an acknowledgment of participation in the Puente program, administered by The Regents, and a statement that findings, conclusions, and recommendations are those of the author or College personnel only and do not necessarily represent the view of The Regents and the Puente State Office. Two copies of all such publications must be furnished to the Puente Executive Director following publication. Such publications include sections of larger reports which describe College activities.

VIII. USE OF PUENTE NAME

It is hereby recognized that the use of the term "Puente Project" is to apply only to programs that have been authorized by the Puente Executive Director. The College must advise the Puente Executive Director or his designee of any planned proposals which solicit funds for the Puente program or any program which is modeled on Puente as soon as feasible. All Puente College proposals must include a letter of support from the Puente Executive Director or his designee.

Any public announcements using a press release must receive prior authorization from the Puente Executive Director or his designee.

Any publication produced by the College which includes a description of Puente shall use either of the following descriptions, ad verbatim:

"The Puente Project is a national-award winning program that has helped tens of thousands of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Begun in 1981, Puente combines accelerated instruction, intensive academic counseling, and mentoring by members of the community."

"The Puente Project helps to prepare educationally disadvantaged students for college admission and success through its combination of accelerated instruction, intensive academic counseling, and mentoring by members of the community." If a more-in-depth description (for example, a brief history of the program, numbers of students and sites served, etc.) or if a deviation from this standard description is requested, the College will contact the Puente State Office (510-987-9548).

IX. TERMINATION

Either party, upon 30 days prior written notice to the other party, may terminate this MOU without cause.

X. AMENDMENTS

All amendments or modifications to this MOU shall be by mutual consent of the parties and shall be in writing.

XI. PROJECT PERSONNEL CONTACTS

The following staff members are the contacts to resolve any program matters or issues arising through activities conducted under this MOU.

The UC Regents' Contact:

Frank Garcia Executive Director, Puente Project; University of California, Office of the President;
300 Lakeside Dr., 7th Floor; Oakland, CA 94612;
(510) 987-0860; Frank.Garcia@ucop.edu

College Contact:

The College shall provide an appropriate comparable contact below. Please note that this person should not be a Puente site team member (counselor or teacher)

Name _____
 Title _____
 Address _____

 Phone _____ Fax _____
 Email _____

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their duly authorized representatives.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA/ PUENTE:

By: _____ Date: _____ By: _____ Date: _____
 Carolyn Smith Frank Garcia
 Administrative Director, Puente Executive Director, Puente

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

By: _____ Date: _____
 Lorenzo Legaspi
 Vice Chancellor, Business Services