

CSUS # MA150148

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS RIOS COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

**JOINT AGREEMENT  
TRANSFER PROGRAM**

**DATE: June 24, 2015**

## **I. INTRODUCTION**

The Los Rios Community College District (LRCCD) and California State University, Sacramento propose to continue a joint transfer advisor program intended to further improve the transfer and articulation processes between Los Rios and Sacramento State to the mutual benefit of students, both institutions, and the community.

## **II. GOALS OF PROGRAM**

- A. By entering into an agreement to jointly fund the cost of a Transfer Advisor, both institutions expect to:
1. Identify, attract, and motivate potential transfer students to pursue their education through the baccalaureate level.
  2. Strengthen the academic preparation, performance, retention, and knowledge of Los Rios students who transfer to Sacramento State.
  3. Increase the transfer participation rate of Los Rios students who are under-represented, or who do not traditionally transfer to four-year universities.

## **III. PROGRAM SERVICES**

- A. CSUS Transfer Advisors will serve as a resource to the campuses of the Los Rios District and its faculty, staff, and students by working minimum of one day per week at each of the Los Rios campuses. The Transfer Advisors will provide a variety of information and services at each of the LRCCD campuses. After having met with a Los Rios counselor/advisor, students may be referred to the Transfer Center for appointments with the Transfer Advisor. Working in conjunction with the transfer center directors, the Transfer Advisor will establish mechanisms for the early identification of transfer students and potential transfer students interested in attending Sacramento State. Los Rios students who participate in the program and successfully complete the necessary academic and admission requirements will be accepted as students at Sacramento State through processes completed at the Los Rios campuses, whenever possible.

The Transfer Advisors will provide and/or coordinate the provision of the following transfer services:

1. Conduct transfer information sessions and workshops for student, faculty and staff.
2. Advise students individually and in group forums regarding course preparation for transfer to Sacramento State and completion of lower-division requirements.
3. Admit students (officially) to Sacramento State, upon receipt of an application, fee/fee waiver and transcripts.
4. Provide information and training to students and counselors in areas including but not limited to:
  - ◆ Sacramento State admissions processes
  - ◆ Filing a Sacramento State admission application
  - ◆ Financial Aid processes and resources
  - ◆ Sacramento State academic programs, majors and major preparation requirements
  - ◆ Selection of a major
  - ◆ Career workshops
  - ◆ Sacramento State student housing

5. Take referrals from counselors to advise students. Make referrals to Sacramento State services and academic departments, as appropriate.
6. Disseminate articulation publications and develop newsletters that specify academic preparation for majors at Sacramento State. Provide informational mailings concerning academic requirements, new programs, and relevant orientation and admissions materials.
7. Act as liaison between academic and administrative departments (e.g., EOPS) at the community college and Sacramento State in areas pertaining to transfer which include but not limited to:
  - ◆ Articulation
  - ◆ Academic preparation
  - ◆ Diagnostic testing
  - ◆ Financial Aid
  - ◆ Student support services and programs
  - ◆ Cross-over Enrollment
8. Conduct and/or arrange special advising and orientation programs which facilitate the transfer process, including tours of the Sacramento State campus and special seminars.
9. Attend Counseling Department faculty and staff meeting, as appropriate.
10. Provide in-service training to counselors.
11. Arrange enrollment for appropriate students during Sacramento State's summer session and/or in concurrent courses during the regular academic year.
12. Facilitate student participation in the Cross-Over Enrollment program.
13. Keep records of students served.
14. Submit quarterly reports to the dean supervising the Counseling Department detailing the number of students served, services provided, students admitted.

#### **IV. PROGRAM ADMINISTRATION**

- A. CSUS will retain the following administrative responsibilities:
  1. Identify and hire Transfer Advisors.
  2. Maintain personnel, salary, accounting, and payroll records for the positions.
  3. Share responsibility with LRCCD for the training and to collect feedback to be shared with the CSUS Director of Admissions for consideration during the evaluation of the Transfer Advisors. Sacramento State will ensure that the Transfer Advisors are trained and kept informed on matters related to articulation and admissions policy.
  4. Maintain liaison with LRCCD articulation officer, transfer center directors, instructional and student services personnel regarding articulation and changes in admissions and enrollment regulations and requirements.
  5. Maintain records on the admissions and enrollment status of LRCCD students.
  6. Maintain records on the retention and graduation rates of LRCCD transfer students.
  7. Continue the mutual exchange of student data as requested between the LRCCD Office of Institutional Research (IR) and the Sacramento State Office of Institutional Studies for research purposes.
  8. Continue the provision of lists of potential transfer students by IR to various Sacramento State recruitment offices upon request. Timelines to be determined

- on a per request basis.
9. Participate with Los Rios in periodic administrative review of the program.

B. Responsibilities of Los Rios are as follows:

1. Provide appropriate space for the Transfer Advisor(s) at the LRCCD Campuses.
2. Provide space for other Sacramento State representatives as necessary and appropriate for transfer related events and activities.
3. Provide the following clerical support for the Transfer Advisor:
  - a. Setting up appointments
  - b. Screening students
  - c. Phone reception
  - d. Linking activities to campus communications mechanisms
4. Maintain liaison with Sacramento State transfer advisor(s), articulation officer, instructional and student services personnel regarding articulation and changes in curriculum and administrative procedures which may have an effect on the implementation of the program.
5. Provide academic and other appropriate records of Los Rios students participating in the program.
6. Participate with Sacramento State in periodic administrative review of the program.
7. Continue providing Sacramento State counselors and evaluation staff with direct electronic access to transcripts through the Los Rios information system.

**V. CRIMINAL BACKGROUND CHECK AND TUBERCULOSIS SCREENING**

1. In accordance with Education Code section 45125.1, CSUS will conduct a criminal background check of the Transfer Advisor and shall provide written certification to Los Rios Community College District that the Transfer Advisor has not been convicted of a violent or serious felony as defined by statute, and does not have a criminal action pending upon charges of a commission of a violent or serious felony as defined by statute.
2. Sacramento State will also certify in writing that the Transfer Advisors have been tested and cleared of tuberculosis.

**VI. HOLD HARMLESS/INDEMNIFICATION**

1. Sacramento State University shall defend, hold harmless, and indemnify Los Rios Community College District, its officers, employees, agents, and elected representatives from and against any and all claims, demands, lawsuits and liability (including legal costs and attorney fees) for personal injury, bodily injury, property damage, or workers' compensation arising out of or resulting from the sole negligence of Sacramento State University, its employees, officers or agents.
2. Los Rios Community College District shall defend, hold harmless, and indemnify Sacramento State University, its officers, employees, agents, and elected representatives from and against any and all claims, demands, lawsuits and liability (including legal costs and attorney fees) for personal injury, bodily injury, property damage, or workers' compensation arising out of or resulting from the sole negligence of Los Rios

Community College District, its employees, officers or agents.

## VII. PROTECTION OF CONFIDENTIAL DATA

1. CSUS agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33 (a)(2) ) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that receives education record information from LRCCD may use the information, but only for the purposes for which the disclosure was made.
2. **Definition:** *Covered data and information (CDI)* includes paper and electronic student education record information supplied by LRCCD to the CSUS.
3. **Acknowledgment of Access to CDI:** CSUS acknowledges that the Agreement allows the CSUS access to CDI.
4. **Prohibition on Unauthorized Use or Disclosure of CDI:** CSUS agrees to hold CDI in strict confidence. CSUS shall not use or disclose CDI received from or on behalf of LRCCD except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by LRCCD. CSUS agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.
5. **Return or Destruction of CDI:** Upon termination, cancellation, expiration or other conclusion of the Agreement, CSUS shall return all CDI to LRCCD or, if return is not feasible, destroy any and all CDI. If the CSUS destroys the information, the CSUS shall provide LRCCD with a certificate confirming the date of destruction of the data.
6. **Remedies:** If LRCCD reasonably determines in good faith that CSUS has materially breached any of its obligations under this contract, LRCCD, in its sole discretion, shall have the right to require CSUS to submit to a plan of monitoring and reporting; provide CSUS with a fifteen (15) day period to cure the breach; or terminate the Agreement immediately if cure is not possible. Before exercising any of these options, LRCCD shall provide written notice to CSUS describing the violation and the action it intends to take.
7. **Maintenance of the Security of Electronic Information:** CSUS shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of LRCCD. These measures will be extended by contract to all subcontractors used by CSUS.
8. **Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information:** CSUS shall, within one day of discovery, report to LRCCD any use or disclosure of CDI not authorized by this agreement or in writing by LRCCD. CSUS's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what CSUS has done or shall do to mitigate any deleterious effect of the

unauthorized use or disclosure, and (v) what corrective action CSUS has taken or shall take to prevent future similar unauthorized use or disclosure. CSUS shall provide such other information, including a written report, as reasonably requested by LRCCD.

**VIII. PROGRAM STAFFING**

A. Program staff will include:

1. Transfer Advisor

- a. Sacramento State personnel classification will be a Student Personnel Professional level. The employment period of this agreement will be effective July 1, 2015 through June 30, 2016. A determination to extend the program will be made at the end of each year.
- b. Responsibilities will include administering all phases of the program.

2. Support Staff

- a. Clerical support for the Transfer Advisors will be provided by Los Rios while he/she is at the Los Rios Campus.
- b. Sacramento State will provide additional support to the Transfer Advisor in the generation of recruitment and articulation information materials and other clerical support.
- c. Administrative support (overhead) in the areas of payroll and budget will be provided by CSUS.

**IX. BUDGET**

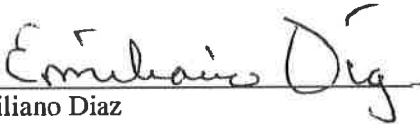
- A. CSUS and Los Rios Community College District will share the cost of the program according to the attached budget.


**X. EVALUATION**

- A. Program evaluation will be the joint responsibility of CSUS and Los Rios. Evaluation will include but not be limited to:
1. An annual administrative review and report of program activities prepared at the end of each academic year.
  2. An assessment of the extent of participation in the program and the impact on Los Rios student preparation and their CSUS academic performance levels.

MEMORANDUM OF UNDERSTANDING

Designated persons responsible for administrative oversight and evaluation of the terms of this agreement:

  
Emiliano Diaz  
Director  
Admissions and Outreach  
California State University, Sacramento

  
Susan L. Lorimer  
Vice Chancellor  
Education and Technology  
Los Rios Community College District

The undersigned hereby agree to all the terms and conditions as set forth in this agreement:

  
Michelle Johnson  
Contract Specialist  
California State University, Sacramento

  
Jon Aasted  
Director, General Services  
Los Rios Community College District

8.14.15  
Date

7/20/15  
Date

**BUDGET**  
**July 1, 2015 through June 30, 2016**

	<b>Sacramento State Share</b>	<b>Los Rios * Share</b>
<b>Personnel</b>		
Outreach Counselor - \$62,438	\$31,219	\$31,219
<b>Travel</b>	\$1007	\$1007
Visits to 4 Los Rios colleges including the El Dorado Center of Folsom Lake College (Mileage to campus sites @ \$.565/mile)		
<b>Supplies/Services</b>	\$300	\$300
Newsletters, postage, supplies, etc.		
<b>TOTAL</b>	<b>\$32,526</b>	<b>\$32,526</b>

\* Reimbursed from Los Rios Community College District.

Counselor position based on SSP III, mid-range (plus benefits).