




June 17, 2019

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Lively Technical College and Tallahassee Community College MOU

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### Item Description

This item presents an agreement between Lively Technical College (LTC) and TCC to enhance partnership and career pathways.

### Overview and Background

The agreement provides for a greater exchange of data and the development of seamless career pathways for students completing courses and programs at LTC. It will assist students matriculating into TCC and to minimize duplication of courses and programs.

### Past Actions by the Board

The Board has approved agreements with Lively Technical Center in the past.

### Funding/Financial Implications

None

### Staff Resource

Madeline Pumariega

### Recommended Action

That the Board approve the agreement with Lively Technical College

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TALLAHASSEE COMMUNITY COLLEGE  
AND  
THE SCHOOL BOARD OF LEON COUNTY, FLORIDA**

This Memorandum of Understanding (“Agreement”) is entered into by and between The District Board of Trustees of Tallahassee Community College (hereinafter referred to as “TCC”), whose address is 444 Appleyard Drive, Tallahassee, FL 32304, and The School Board of Leon County, Florida for and on behalf of Lively Technical College (hereinafter referred to as “Lively”), whose address is 2757 West Pensacola Street, Tallahassee, FL 32304.

**Purpose:**

- The purpose of this Agreement is to increase communication and strengthen collaboration, to avoid duplication of courses and programs at TCC and Lively, and to provide a trained and skilled workforce prepared to meet the needs of area employers.

**Each Party Agrees to:**

- Meet in May of each calendar year, prior to the start of the Fall school year, and exchange the following information:
  - (1) A list of current career and technical certification courses and programs offered in Leon County, Florida high schools, Lively, and TCC;
  - (2) A list of courses and programs under consideration for the upcoming school year, to include the targeted student population, and data that supports the need for the courses and/or programs in Leon County or other shared service areas;
  - (3) Share appropriate Lively student data in accordance with FERPA with TCC to ensure seamless matriculation and academic pathways.
  - (4) Create career and technical certification feeder options either through a direct or reverse articulation. Identify strategies that increase student pathways into career and technical certifications.
  - (5) Agree to explore, publicize and promote joint enrollment opportunities to students in Leon County; Moreover, to pursue as a priority implementation of Subsection (21) of Section 1007.271, F.S
- Work together to create career pathways that offer a seamless articulation for students completing courses and programs at Lively to TCC programs and courses. Develop strategic workforce articulation agreements that increase student matriculation into TCC.

Duplication of programs are to be avoided. In the event a duplicate program is being considered, the party in question shall notice the other institution in writing 6 (six) months in advance. Subsequently, should the party desire to proceed with the program, they are to provide a written justification to the other party. The justification shall be supported with area employer letters indicating current workforce needs or labor market data supporting growth in the occupation or sector. The data must reflect a programmatic need that surpasses the current output of the existing program. Other data metrics may be requested dependent on the course or program under consideration.

The party with the existing program reserves the right to expand their existing program to meet employer demand, if feasible.

- The parties agree to participate in quarterly meetings in each calendar year between the Vice President for Workforce Innovation at TCC and the Principal at Lively (and other stakeholders) to discuss areas of challenge, success and opportunity, along with the opportunities to collaborate, which includes, but is not limited to co-branded events such as Celebration of Career and Technical Education in conjunction with other regional institutions.
- Participate in an annual debriefing each calendar year which includes the Board Chair of each institution, the Superintendent of the Leon County School Board, and the President of TCC, along with the parties' designees, to review each party's performance under this Agreement, and to determine how the parties can improve this Agreement to strengthen collaboration, avoid duplication of courses and programs, and provide a trained and skilled workforce for area employers. Additionally, the Superintendent and President will meet at least quarterly each calendar year to review the parties' performance under this Agreement.

**Modification:**

- This Agreement replaces any existing Agreement between TCC and Lively and may only be modified by mutual written agreement.

**Duration:**

- This Agreement shall take effect upon approval and signatures of authorized officials. This Agreement may be amended by mutual written agreement at any time or terminated at any time by either party upon advanced 30-day written notice. This Agreement shall remain in effect unless terminated or amended.

THE DISTRICT BOARD OF TRUSTEES OF  
TALLAHASSEE COMMUNITY COLLEGE

THE SCHOOL BOARD OF LEON  
COUNTY, FLORIDA

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Karen Moore  
Board Chair  
Date Signed: \_\_\_\_\_

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Rosanne Wood  
Board Chair  
Date Signed: \_\_\_\_\_

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Dr. Jim Murdaugh  
President  
Date Signed: \_\_\_\_\_

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G. Rocky Hanna  
Superintendent  
Date Signed: \_\_\_\_\_