



January 18, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Calandra Stringer, Ph.D.  
Vice President and Provost

**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 Tallahassee Community College (TCC) to enhance partnerships 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 minimize duplication of courses and programs.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

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

**Recommended Action**

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 "LTC"), whose address is 500 Appleyard Drive, 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 LTC, 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) Meet on a quarterly basis after the execution of this Agreement; and
- (2) Agree to all information sharing identified in this Agreement; and
- (3) A list of current career and technical education courses and programs offered in Leon County, Florida high schools, LTC, and TCC; and
- (4) 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; and
- (5) Share appropriate LTC student data in accordance with FERPA with TCC to ensure seamless matriculation and academic pathways; and
- (6) Create career and technical education feeder options either through a direct or reverse articulation. Identify strategies that increase student pathways into career and technical certifications; and
- (7) 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 LTC 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 as expeditiously as reasonably possible in writing. 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 Director at LTC (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 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.

**Modification:**

This Agreement replaces any existing Agreement between TCC and LTC 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 for  
Tallahassee Community College**


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Eric Grant, Board Chair

Date Signed: \_\_\_\_\_

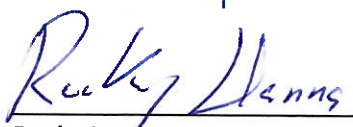
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Dr. Jim Murdaugh, President

Date Signed: \_\_\_\_\_

**The School Board of Leon County, Florida**

  
\_\_\_\_\_  
Board Chair

Date Signed: 11/16/2021

  
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Rocky Hanna, Superintendent

Date Signed: 11/18/2021