AMERICAN ASSOCIATION OF COMMUNITY COLLEGES

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March 14, 2013

Denise Whittaker, Interim Superintendent/President
Palo Verde Community College District
One College Drive
Blythe, CA 92225

Dear President Whittaker:

Congratulations! This letter is to officially notify you Palo Verde Community College District has been selected to participate in the Deerbrook Charitable Trust funded Plus 50 Encore Completion Program being launched by the American Association of Community Colleges (AACC).

This program will provide opportunities for AACC, Palo Verde Community College District and other selected colleges to expand workforce programs and services for the 50-plus population through degree or certificate completion in the high-demand fields of healthcare, education, and social service. The work we will accomplish together has a solid foundation and is needed now more than ever to help students achieve academically and enhance their economic security.

We believe the Plus 50 Encore Completion Program will have particular resonance in that the program aligns with the national "completion agenda" to which AACC and other organizations have committed. We look forward to our work together to help to produce more students with high quality postsecondary degrees and certificates to fulfill critical local, state, and national goals.

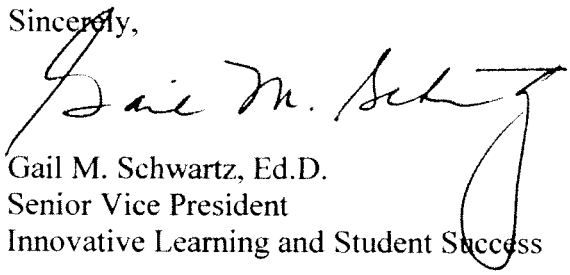
Enclosed for your signature is a grant agreement outlining our joint responsibilities in this new work. After you sign and return the grant agreement, I will countersign and return a copy to you. **It is our hope to turn this around by April 2, 2013, so that we might issue payment of a travel allowance for your completion coordinator to join the other colleges in the program at the 5th Annual Plus 50 Conference on April 19, 2013 in San Francisco.**

Program talking points, a messaging framework, and a template press release for your use to announce your community college's involvement with this new effort, as well as the AACC national press release are being sent electronically to your completion coordinator and public information officer.

If AACC's Plus 50 staff can provide assistance to you or your staff, please feel free to contact Mary Sue Vickers, Plus 50 program director at 202/728-0200, ext. 248 or mvickers@aacc.nche.edu

Once again, congratulations! We are confident that this new initiative will significantly raise the visibility of your college and of other community colleges around the nation. We look forward to working together to expand campus programs that effectively engage the plus-50 population.

Sincerely,



Gail M. Schwartz, Ed.D.
Senior Vice President
Innovative Learning and Student Success

cc: Sheri Jones, Completion Coordinator
Denise Whittaker, Public Information Officer

AMERICAN ASSOCIATION OF COMMUNITY COLLEGES

plus 50 Community Colleges: TAKE YOUR KNOWLEDGE TO THE NEXT DEGREE

Grant Agreement Between the American Association of Community Colleges (AACC) and Palo Verde Community College District for the AACC Plus 50 Encore Completion Program

Purpose

The overall goal of the American Association of Community College's Plus 50 Encore Completion Program is to increase the number of students over the age of 50 that complete degrees, certificates and not-for-credit credentials to increase their labor market competitiveness through:

- Providing workforce development training or retraining in the viable, high-demand, high-growth labor market sectors of education, healthcare, and social service.
- Implementing the innovative strategies and institutional practices of the Plus 50 Initiative, making it easier for students over the age of 50 to navigate the community college system and successfully complete credentials.
- Identifying, cultivating, and leveraging community and employer partnerships.
- Gaining support from community college leadership and contributing to the college's completion goals.

Requirements of the Plus 50 Encore Completion Colleges

Palo Verde Community College District as a Plus 50 Encore Completion College will:

- Provide occupational training in the fields of healthcare, social service and/or education leading to completion of a degree or certificate valuable in the labor market.
- Leverage experience and expertise in workforce development training by delivering successful strategies including: accelerated classes, flexible scheduling, assessment of prior learning, tailored services, completion coaching and advising, technology/computer skill-building, refresher math and English, and age-appropriate outreach and recruitment of students 50 years of age and older.
- Utilize the proven Plus 50 planning and implementation guide, a Web-based system of process steps, key tasks and critical success factors through five phases of activities—readiness, needs assessment, program development, implementation planning, and continuous improvement.
- Establish a Plus 50 Advisory Committee to offer suggestions on the direction and progress of work. Advisory Committee membership should include representation from academic affairs, workforce training, institutional research, and advising areas of the college, the college's public information officer, at least two community partners, at least one employer and one student

over the age of 50. This critical success factor provides the program ongoing access to the resources and expertise brought by Advisory Committee members.

- Work with appropriate faculty and administrators to design and expand programs for plus-50 learners to include completion of degrees, certificates or not-for-credit credentials in healthcare, education, and social service.
- Cooperate and participate with AACC and AACC's evaluation contractor, LFA Group's representatives on the Plus 50 Encore Completion evaluation. Collect information on student services and completion to be included in the overall Plus 50 Encore Completion evaluation. Seek assistance and technical expertise from the college's Institutional Research Division on collection of completion data.
- Advocate for the college's Plus 50 Encore Completion Program goals, priorities, and needs with the college's administration and staff.
- Promote and facilitate community awareness of programs and activities and network with other organizations that support adults 50 and over and the program's objectives. Collaborate with community-based organizations such as Area Agency on Aging, AARP, workforce development boards, community centers, career centers, extension services, libraries, state and local health departments, and social service agencies. Conduct presentations on the Plus 50 Encore Completion Program.
- Establish or enhance collaborations and partnerships with local employers.
- Use AACC -provided public relations and marketing materials to reach out to and recruit plus-50 students coming back to community college for a degree, certificate or not-for-credit credential.
- Provide assessment and assistance to plus-50 students with some prior credit to facilitate their rapid completion of a credential.
- Evaluate college policies, procedures, and processes to ensure increased access and successful participation of plus-50 learners in college programs.
- Provide professional development to and advise college faculty and staff on how to create, reframe, or refine programs and coursework to meet the interests, learning styles and needs of the plus-50 learner.
- Contribute to the attainment of AACC's overall program objective of serving 10,000 plus-50 students, with 40% of them completing a degree, certificate or not-for-credit credentials by the close of the program.
- Focus on long-term institutionalization and sustainability of the program.

Program Leadership

- Help identify local alliances that support participating community college's work with plus-50 completers and keep AACC informed about them. AACC may choose to spotlight these alliances in program publicity. Work with AACC and AACC's marketing/public relations contractors to spotlight these alliances in program publicity.
- Contribute to AACC Plus 50 Encore Completion publications. Share Website content related to practices and press coverage.
- The Plus 50 Encore Completion Coordinator will commit at least 20% of time to program activities. Lead Advisory Committee activities. Serve as contact person for AACC and other grantee colleges. Serve as the principal contact for outreach, collaboration and support for

students 50 and over. Integrate Plus 50 Encore Completion programming into the college's infrastructure. Actively participate in and collaborate with participants in the AACC's Plus 50 learning community and network, sharing experiences and outcomes. Work collegially with assigned Plus 50 Champion College.

Accountability

- Each Completion College Coordinator will attend meetings and participate in conference calls, including the AACC Plus 50 conference in San Francisco, CA, scheduled for April 19, 2013. Assist AACC staff in designing and delivering programming for webinars, conferences and/or calls.
- As a requirement for the next grant installment, submit financial and written narrative progress reports relating to activities semi-annually as part of the scheduled reporting to AACC's Plus 50 Encore Completion Strategy according to the following schedule:

Period Covered	Report Due Date	Financial Report Due Date
04/01/2013--4/30/2013	May 10	May 10
05/01/2013--10/31/2013	November 12	November 12
	Future Years	
11/01--4/30	May 10	May 10
05/01—10/31	November 12	November 12

- As a requirement for the next grant installment , at the end of each year, the college must submit data collected (such as number of students participating, tailored services provided, outcomes on students completing degrees, certificates, not-for credit credentials, etc.) on prior year's progress. At the end of the program, all outcomes should be achieved, and Plus 50 Encore Completion programming should be embedded into the college's completion strategy.
- Cooperate with AACCs Plus 50 Encore Completion evaluator, LFA Group, and complete and submit AACC's and LFA's reports as requested, in required reporting formats.
- Submit any requests for program modifications or any requests for budget modifications to AACC's Plus 50 Encore Completion Program.
- Commit to all years of the initiative.

American Association of Community Colleges (AACC) Responsibilities

- AACC will provide a Web-based planning and implementation system for Completion Colleges to use to assist in implementing comprehensive workforce training for learners age 50 and over. The system identifies the process steps, key tasks and critical success factors through five phases of activities—readiness, needs assessment, program development, implementation planning and continuous improvement. The system identifies helpful resources, possible deliverables and assessments of each phase, as well as required reporting formats for student participation, service and outcome data collection. The on-line system is called College Progress Assessment Database or C-PAD.
- AACC will assign a Plus 50 Champion College, experienced in Plus 50 programming, to guide, mentor and evaluate implementation progress.

- AACC will provide a travel allowance of $1,400 for Palo Verde Community College District's Plus 50 Encore Completion Coordinator to attend the Plus 50 Conference, April 19, 2013, in San Francisco, CA.
- AACC will provide grant funds to Palo Verde Community College District annually based upon the community college's progress.
- AACC will provide resources, toolkits, webinars, promising practices, and tips at appropriate process phases to assist in successful implementation.
- AACC will publicize the Plus 50 Completion Strategy, including stories on Completion Colleges' programs, on *Community CollegeTimes.com site,* in *Community College Journal*, on the AACC Website, on the Plus 50 Website and at conferences.
- AACC staff will provide project assistance, serve as a clearinghouse of Plus 50 resources, provide technical assistance on the Web-based system, C-PAD, and with marketing materials. AACC will facilitate project assistance through meetings, conference calls, and webinars.
- AACC will share information to help in branding and marketing Completion programs. AACC will provide professionally developed templates and other marketing and public relations resources and materials which Completion Colleges will use to recruit plus 50 students seeking degrees, credentials and not-for-credit credentials in healthcare, education and social service.
- AACC will contract for evaluation services and expertise to assess campus level work and assist in the design and collection of data on student progress and completion for the Plus 50 Encore Completion Program. AACC will create and provide standardized Plus 50 Encore Completion Program reporting formats.
- AACC will provide the Plus 50 Completion Colleges with the language to be used to describe the source of the college's funds for the Plus 50 Encore Completion Program from AACC and Deerbrook Charitable Trust.

Communication and Evaluation

AACC reserves the right to use information regarding the grant in news releases, Websites, newsletters, mass mailing and other public media, whether in hard copy or electronic communication format, to report the grant and its purpose and the identity of the Completion Colleges. Beyond routine, factual listings, ACCC will however, notify the Completion Colleges if it plans extensive coverage of the grant.

AACC places high value on communications pertaining to the Plus 50 Encore Completion Program. Therefore, AACC requires that the Completion College notify its designated staff representative to discuss, in advance, its plans for publicity announcing the grant through news releases, Websites, newsletters, mass mail or other public media, whether in hard copy or electronic communications format.

In cases in which the work being funded by the grant involves publication or other public communications of any type or nature, the Completion College shall provide AACC's Plus 50 Encore Completion Program with an advance copy of all materials to be publicly communicated or produced, including any proposed reference to AACC and/or the grant for review.

The Plus 50 Encore Completion College shall provide AACC's Plus 50 Encore Completion Program, on a timely basis, copies of final public communications, as well as copies of media coverage of the grant and

copies of any work products that flow from the grant. The Completion College shall summarize communications efforts as part of its regular reports to AACC's Plus 50 Encore Completion Program.

Resolution of Disagreements

Should disagreement arise on the interpretation of the provisions of this Agreement, or amendments and/or revisions that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other for consideration. If agreement on interpretation is not reached within (30) days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

If the dispute cannot be resolved through negotiations, the dispute under this agreement shall be resolved by arbitration in accordance with the rules of the American Arbitration Association.

If any terms of this Grant Agreement are violated, AACC reserves the right to postpone or cancel grant payments and, in extreme cases, request repayment of a portion of the grant funds. Failure to comply with the terms of this Grant Agreement may also jeopardize future funding from the AACC Plus 50 Encore Completion Program.

Grant Awards

Completion Colleges will receive $6,000 for Year 1 in 2013, upon signature of this grant agreement. An additional grant of $5,000 will be awarded in 2014, and finally $4,000 will be awarded, contingent upon adequate yearly progress. A travel allowance of $1,400 for Palo Verde Community College District's Plus 50 Encore Completion Coordinator to attend the Annual Plus 50 Conference, scheduled for April 19, 2013, in San Francisco, CA will be provided.

The undersigned duly authorized representatives of the American Association of Community Colleges and Palo Verde Community College District, acting for and on behalf of their respective organizations, have read, accept, and agree to comply with the terms of this Grant Agreement and agree to notify all related persons and agencies under their direction to comply with all of said terms.

American Association of Community Colleges

Signed_____ Date_____

Print Name: Gail M. Schwartz, Ed. D.
Title: Senior Vice President, Innovative Learning
And Student Success
American Association of Community Colleges

Palo Verde Community College District:

Signed _____ Date_____

Print Name_____

Title _____