



MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
ARKANSAS DEPARTMENT OF WORKFORCE SERVICES (ADWS)
AND
SHORTER COLLEGE

ASSURANCES AND COMPLIANCE:

This MOU shall be governed by and construed under the laws of the State of Arkansas. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the American Disabilities Act of 1990, and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

PERIOD COVERED:

The terms of this agreement shall begin when signed by both parties and shall end August 21, 2017. The terms and funding described in the agreement establish no precedent for any future MOU.

PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is for Shorter College to provide \$1,500 to the Department of Workforce Services (ADWS) for a portion of cost associated with the ACT® Career Curriculum Related Products and Services. The \$1,500 will be used to purchase the Career Ready 101 license agreement for Shorter College to be added to the existing 133 sites listed in the contract between ACT and the Arkansas Department of Workforce Services. ADWS commits to add Shorter College as an authorized Arkansas Career Readiness Certificate program site. ADWS will submit an invoice in the amount of \$1,500 to Shorter College to remit in full.

Career Ready 101™ is an integral part of our statewide workforce training and education through our DWS local offices, Career Pathways Initiative (CPI) and high schools participating in the AR Department of Career Education's Career and Technical Education (CTE) program of study. It is also being used statewide in our adult education centers and our two year colleges to prepare students for the WorkKeys and Career Readiness Certificate components.

Career Ready 101, the first step toward achieving an Arkansas Career Readiness Certificate, is a pre-WorkKeys instructional tool that helps prepare individuals for the ACT WorkKeys assessments. It includes the KeyTrain curriculum, Soft Skills Suite and Life Skills Courses and Employability Tools such as Financial Awareness/Literacy, Resume Writing and Career Exploration. The system includes targeted, self-paced instruction, pre-assessments, and soft skills lessons. These components can help individuals learn, practice and demonstrate the skills they need in the jobs and careers they desire.

SHORTER COLLEGE'S RESPONSIBILITIES:

Shorter College shall (a) appoint an administrator who shall have the sole authority to assure proper machine configuration, a compatible Internet browser, and Internet access, (b) use each Licensed Product in conformance with the related ACT policies and procedures in addition to the Arkansas CRC approved policies and procedures, (c) restrict access to the Licensed Products and related materials to those individuals who have a "need to know" for the authorized purposes, (d) control the use of the Licensed Product and assure that only Authorized Users are provided access, (e) comply with all other terms and conditions of this Agreement and (f) assume full responsibility for the selection of the Licensed Product to achieve its intended purpose.

COLLABORATION:

The Arkansas Department of Workforce Services and Shorter College enter into this partnership to provide students with opportunities to develop the knowledge and skills needed to gain and retain employment with competitive wages.

TERMINATION OR MODIFICATION OF AGREEMENT:

This MOU may be modified, altered, or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the MOU if federal revisions of any applicable legislation or regulations make changes in this MOU necessary. Such changes shall be incorporated as a written amendment to this MOU.

Either party, by written notice to the other party, may terminate this MOU, in whole or in part. The MOU may be terminated by either party by formal written notice given to the other party within thirty (30) days of the termination date.

METHOD FOR RETURN OF SIGNED MOU:

Two original copies will be provided for signatures. In order to expedite the process Clarice Hall will obtain original signatures from Shorter College and ADWS by way of hand delivery. Once all signatures are received, both parties will each receive an original signed MOU. A signed original MOU will be mailed to Shorter College, Attn: Frank Bateman, 604 N. Locust Street, North Little Rock, AR 72114.

Contact Clarice Hall, (501) 320-3013 or email: clarice.hall@arkansas.gov to follow-up on MOUs or reimbursement requests.


CONTACT DESIGNATION:

DESIGNATE WHO IS TO RECEIVE COPY OF APPROVED MOU. Shorter College must list at least one contact person who will be responsible for the MOU process.

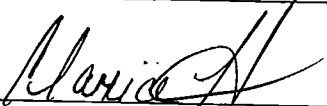
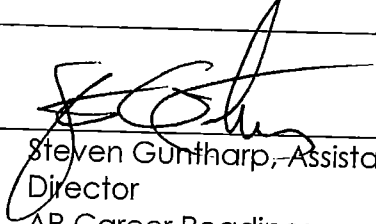
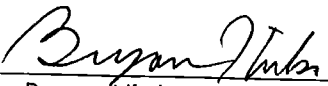
CONTACT NAME	CONTACT TITLE	PHONE	FAX	EMAIL

I, REPRESENTATIVE OF SHORTER COLLEGE, HAVE READ AND UNDERSTAND THE MOU AND FUNDING PROCESS.

SHORTER COLLEGE ADMINISTRATOR:

			
Signature of Administrator		Date 12/9/16	
Shorter College	Phone:	Email:	Fax:

ARKANSAS DEPARTMENT OF WORKFORCE SERVICES STAFF:

	12/9/16		12.5.16
Clarice Hall, Program Manager AR Career Readiness Certificate Program	Date	Steven Guntharp, Assistant Director AR Career Readiness Certificate Program	Date
	12-7-16		
Bryan Hicks, CPA, CGMA Assistant Director Office of Financial Management Services AR Department of Workforce Services	Date	Daryl E. Bassett, Director AR Department of Workforce Services	Date