

Rec'd 27 Nov



OFFICE OF BUSINESS SERVICES
2100 CHESTER AVENUE
BAKERSFIELD, CA 93301-4099
(661) 336-5117

November 19, 2012

Mr. Michael T. Brewer
Brigadier General, USAF
Commander, 412th Test Wing
Edwards Air Force Base
5 North Seller Avenue, Building 300
Edwards AFB, CA 0

Re: Memorandum of Understanding between the Kern Community College District,
on behalf of Cerro Coso Community College, and Edwards Air Force Base

Dear Mr. Brewer:

Enclosed are two signed copies of the above-referenced agreement between the Kern Community College District, on behalf of Cerro Coso Community College, and Edwards Air Force Base. Please countersign both copies and return a fully executed original to this office.

If you have any questions, please do not hesitate to contact me at (661) 336-5117.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Thomas J. Burke". The signature is written in a cursive style with a large, stylized "B" at the end.

Thomas J. Burke
Chief Financial Officer

TJB:jpd

Enclosures

cc: Jill Board (w/enclosure)

DoD VOLUNTARY EDUCATION PARTNERSHIP
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
EDWARDS AIR FORCE BASE
AND
CERRO COSO COMMUNITY COLLEGE

1. PREAMBLE

The Air Force is committed to providing high quality education programs on its installations. Colleges and universities conduct on base programs in many fields essential to the Air Force's post-secondary education needs. These programs play a major role in support of recruiting and retaining an All-Volunteer force. The Air Force Education and Training function employs degree programs to provide educational opportunities sought by Air Force personnel. Furthermore, advanced education provides Air Force personnel the potential to accomplish complex missions associated with the management and use of modern, sophisticated Air Force weapons systems. An Edwards Air Force Base (hereafter referred to as the BASE) Education Needs Assessment identified the need for an Associate Degree in General Studies. This program affords Edwards personnel the opportunity to attain educational objectives and to enhance their proficiency in on-the-job training. Cerro Coso Community College's (hereafter referred to as the COLLEGE) mission is to provide Associate Degrees to a diverse California population. The COLLEGE was identified as offering this program and was subsequently selected to meet the needs of BASE personnel and to support the mission requirements of the BASE.

2. RESPONSIBILITIES

a. The COLLEGE, in consideration of promises and agreements of the Air Force, and the BASE agrees to:

- (1) Offer specified Associate Degree program(s) as listed in Attachment 3. These programs will fulfill all standards and requirements established by the Western Association of Schools and Colleges (WASC).
- (2) Comply with the minimum criteria set forth in Attachment 2, Addendum for Education Services between Cerro Coso Community College and the U.S. Air Force (USAF), and ensure their application to all programs offered on base.
- (3) Specify tuition charged by the COLLEGE for academic program(s) (Attachment 4). Ninety (90) days notice will be furnished to the Education and Training Section Chief (ETS) prior to implementation of changes to these rates by the COLLEGE. The notice will include detailed justification for the proposed increase. The ETS will advise the COLLEGE of concurrence/non-concurrence within 30 days of receipt of the notice.

(4) Publish an institutional tuition refund policy. The tuition refund policy of the COLLEGE is included in Attachment 4.

(5) Allow students who have completed 12 units at the COLLEGE with a 2.0 GPA or higher in all college units attempted to be eligible to petition for "credit by examination." A maximum of 30 semester units will be allowed toward graduation through credit by examination, which may include approved institutional course equivalency examination, Advanced Placement (AP), College Level Examination Program (CLEP), and Defense Activity for Non-Traditional Education Support (DANTES) Standardized Subject Tests.

(6) Provide the ETS with on base course schedules that permit completion of COLLEGE degree programs in minimum time. Schedules will be available for mutual review by the ETS and the COLLEGE at least 45 days in advance of class start dates.

(7) Consult with the ETS to ensure that program publicity and promotion is a coordinated effort.

(8) Conduct credit courses on base as resident courses to include as many as possible of the core courses required to complete the Community College of the Air Force (CCAF) degree. No annotation will be made on any transcripts, certificates, diplomas, or degrees to distinguish between courses conducted on base and those conducted on the home campus.

(9) Fulfill this agreement without reassigning any of its rights or obligations hereunder, to an external party, nor shall any portion of the work associated with the academic program of the COLLEGE be subcontracted.

(10) Provide program administrator(s) (selected in consultation with the ETS) and office staff, as required, to manage the on base degree programs. Counseling and advisement services, as required to support their programs, will also be provided. Program administrators will coordinate with the ETS when establishing office hours to ensure that participants in the programs of the COLLEGE have appropriate access to counseling and resolution of administrative problems.

(11) Comply with all laws, rules, regulations, and policies of the BASE and Air Force regarding security, ingress and egress, traffic, driving privileges, safety, and sanitation. Access to the BASE by the COLLEGE's representatives, staff, and students is a privilege which is granted and can be revoked by the Installation Commander. AFMC Form 496, Application for AFMC ID Card, or other appropriate form as determined by the BASE, will be submitted for approval through the ETS.

(12) Invoice class tuition in accordance with the Academic Institution (AI) Portal guidance included in Attachment 2.

(13) Refunds for tuition assistance refunds, arising out of termination or for other causes, are to be drawn in the favor of the Treasurer of the United States, and sent by the COLLEGE to the ETS.

(14) Maintain a complete and accurate record of all academic work completed or attempted through programs established under this agreement. Within 30 working days after the ending date of each term, the COLLEGE will forward all course grades of individuals using tuition assistance that term through the AI Portal. This will include permanent grades for personnel who were given a grade of Incomplete ("I") within the period allowed by the college after the end of the course in which the "I" grade was earned. Extensions granted for a research project or other reasons will be annotated. Course grades can be released to the ETS under the provisions of the Privacy in Education Act based on the student's release contained in each AF Form 1227. *

(15) Conduct graduation ceremonies. All graduation arrangements, including names of graduates, proposed graduation program, guest speaker, etc., will be coordinated with the ETS in advance of the graduation date. Graduations are considered official functions for use of on base facilities.

(16) Obtain applicable State Approving Agency (SAA) approval for degree programs covered by this agreement. The COLLEGE will inform the ETS of any SAA denials within 10 days of receipt.

(17) Report the results of any inspection/review of on base programs by the SAA or the Western Association of Schools and Colleges (WASC) to the ETS.

(18) Offer for sale, online or off BASE, the textbooks and materials required to support BASE courses and programs. The COLLEGE will provide all textbooks, ancillaries, and equipment required for course completion to the instructor.

(19) Conduct self-study of its activity at the BASE and host evaluation teams or designated representatives as deemed appropriate by the WASC.

(20) Require students to complete an end-of-course evaluation form devised by the COLLEGE. The COLLEGE will evaluate course quality and instructor effectiveness for each class conducted. Composite results of course evaluations will be made available to the ETS.

* → (21) Maintain the cleanliness of assigned office space and classrooms. Maintenance shall consist of ensuring that desks are clean after use, trash is in appropriate receptacles, chalk boards are erased, furniture returned to its original position, windows closed, lights turned off, and room or building locked, if applicable. Restrict the use of specialized Air Force classroom equipment such as computers, projection equipment, and associated systems to appropriate instructors and class leaders.

b. The BASE, in consideration of promises and agreements of the COLLEGE, agrees to:

* (1) Promote COLLEGE program(s) on base through available media including BASE-wide announcements, newspaper articles, cable TV channel, and education fairs.

(2) Provide instructional space to accommodate all students enrolled in on base academic program(s) offered by the COLLEGE. Adequacy of facilities will be jointly determined by COLLEGE representatives and the ETS.

(3) Provide office space for the faculty and staff of the COLLEGE. Acquisition of office furniture and equipment, if not available through Air Force resources, is the responsibility of the COLLEGE. Utilities and janitorial services for said offices will be provided by the BASE.

(4) Authorize COLLEGE representatives/faculty members use of government leased telephone service (on an available basis) for communicating with military personnel or Department of Defense civilian employees enrolled in their academic program(s) or in direct support of their program(s), subject to local BASE policy.

(5) Provide space in BASE libraries for educational materials furnished by the COLLEGE. The Air Force shall not be liable for any loss, damage, destruction, or depreciation in value of any of the COLLEGE's materials placed in the BASE library.

(6) Provide such audio-visual support to COLLEGE instructors as available for use in the conduct of classes. Instructors will be trained in the use of Air Force audio-visual equipment by the ETS equipment custodian.

(7) Assist in obtaining passes and/or ID cards for faculty and administrative personnel as required by Air Force or BASE regulations; student passes will be issued in accordance with applicable regulations.

3. ADDITIONAL GUIDELINES

a. The COLLEGE and the BASE mutually agree to and understand that:

(1) The purpose of this MOU is to enable the COLLEGE to offer high quality degree programs that meet the identified needs of assigned personnel at Edwards AFB. This agreement will be interpreted and construed by both parties in a manner that will accomplish the goals specified in the preamble.

(2) The Air Force can make no commitment to provide a specific number of students for a program, nor can it assure that tuition assistance will be available for all active duty personnel who enroll in the program.

(3) The desired average class size shall be 20 students with a minimum/maximum class size of 15 and 25 students, respectively. Classes with less than the minimum number of students or more than the maximum number of students may be conducted only by mutual agreement between the COLLEGE and the ETS.

(4) Compliance with the Joint Ethics Regulation, DoD Directive 5500.7, is required if Air Force personnel (active duty military or DoD civilian employees) are considered for employment by the COLLEGE.

(5) None of the parties can assure the continuing availability of in-service veteran's education benefits. The COLLEGE will comply with all valid and legal VA provisions and associated public laws in order to secure such VA benefits for eligible veterans. However, should the COLLEGE determine in the future that continued compliance is not in the best interest of the program or the COLLEGE, the COLLEGE will notify the ETS.

(6) The use of funds related to veterans' benefits to supplement TA received by active duty and reserve component personnel is authorized in accordance with applicable U.S. Department of Veterans Affairs guidelines. The COLLEGE will inform the students that the use of both types of assistance for the same course is authorized.

(7) Neither party to this agreement shall discriminate against participants because of race, religion, national origin, age, sex, sexual orientation, or disability.

(8) Either party may terminate this MOU at any time with 180 days written notice to the other party. However, since contractual arrangements with faculty could obligate the COLLEGE for payment of salaries, more than 180 days notice is desirable. In the event of termination of programs, a mutual effort will be made to ensure a smooth transition during the teach-out phase. The COLLEGE will immediately notify the ETS that the program(s) is/are being terminated and will advise its students of special provisions and options that will be offered to ensure a smooth transition to another program or degree completion with the COLLEGE, as appropriate. The teach-out transition will offer students the option of completing remaining requirements without loss of credit. No new student will be entered into the program once the program has been identified for termination. Each student will be individually counseled and provided with a plan for completing remaining degree requirements. Categorically, these students fall into the following groups:

a. Students who can complete their remaining program requirements through the COLLEGE's on base courses offered during the teach-out.

b. Students who can complete the remaining credits from other accredited institutions to earn a degree conferred by the COLLEGE.

c. Students who can transfer their program requirements to a substitute school program without loss of credits previously awarded/accepted by the COLLEGE. The ETS will ensure that students have been provided follow-on guidance by the COLLEGE and/or the institution accepting the transfer credits during the transitional teach-out.

(9) This MOU, including its attachments, defines the entire relationship between the BASE and the COLLEGE and supersedes any previous verbal or written agreements or understandings. Failure on the part of either party to comply with the provisions of this MOU may result in the elimination of this academic program.

(10) This MOU is at all times subject to the provision of the U.S. Code, the Code of Federal Regulations, and DoD and Air Force Instructions.

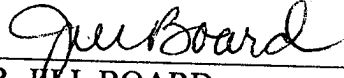
(11) This MOU may be modified upon agreement in writing signed by both parties.

(12) This MOU will be reviewed by the COLLEGE representative and the ETS annually. Signed confirmation of the annual review will be maintained by both parties.

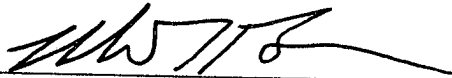
(13) This MOU is effective upon signing and will expire five (5) years after the date of execution unless extended in writing by all parties or terminated as specified in paragraph 3.a.(8) of this MOU. Attachments to this MOU are listed below and are incorporated as part of this MOU.

4 Attachments:

1. DoD Partnership MOU
2. Air Force Addendum to DoD Partnership MOU
3. Degree Programs Offered and Minimum Criteria for On-BASE Programs
4. COLLEGE's Tuition Rates and COLLEGE Refund Policy



DR. JILL BOARD
President
Cerro Coso Community College



MICHAEL T. BREWER
Brigadier General, USAF
Commander, 412th Test Wing

Date 10/15/12

Date 4 MAR 2013

APPROVED BY
BOARD OF TRUSTEES
MINUTES OF 11-8-12

Attachment 1

DoD VOLUNTARY EDUCATION PARTNERSHIP
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
DoD OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR
PERSONNEL AND READINESS (USD(P&R))
AND
CERRO COSO COLLEGE

1. PREAMBLE

a. Providing access to quality postsecondary education opportunities is a strategic investment that enhances the U.S. Service member's ability to support mission accomplishment and successfully return to civilian life. A forward-leaning, lifelong learning environment is fundamental to the maintenance of a mentally powerful and adaptive leadership-ready force. Today's fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the Nation's policies and objectives, requires the DoD to sponsor postsecondary educational programs using a variety of learning modalities that include instructor-led courses offered both on- and off-installation as well as distance learning (DL) options. All are designed to support the professional and personal development and progress of Service members and the DoD civilian workforce.

b. Making these postsecondary programs available to the military community as a whole further provides Service members, their eligible adult family members, DoD civilian employees, and military retirees ways to advance their personal education and career aspirations and prepares them for future vocational pursuits, both inside and outside of the Department of Defense. This helps strengthen the Nation by producing a well-educated citizenry and ensures the availability of a significant quality-of-life asset that enhances recruitment and retention efforts in an all-volunteer force.

2. PURPOSE

a. This MOU articulates the commitment and agreement educational institutions provide to the Department of Defense by accepting funds via each Service's tuition assistance (TA) program in exchange for education services.

b. This MOU is not an obligation of funds, guarantee of program enrollments by DoD personnel, their eligible adult family members, DoD civilian employees, and retirees in an educational institution's academic programs, or a guarantee for installation access.

c. This MOU covers courses delivered by educational institutions through all modalities. These include, but are not limited to, classroom instruction, distance education (e.g., Web-Based, CD-ROM, or multimedia) and correspondence courses.

d. This MOU includes high school programs, academic skills programs, and adult education programs for military personnel and their eligible adult family members.

e. This MOU articulates regulatory and governing directives and instructions:

(1) Eligibility of DoD recipients is governed by federal law, DoD Instruction (DoDI) 1322.25, DoD Directive 1322.08E, and the cognizant Military Service's policies, regulations, and fiscal constraints.

(2) Outside of the United States, education programs shall be operated in accordance with guidance from DoDI 1322.25; DoDI 1322.19; section 1212 of Public Law 99-145, as amended by section 518 of Public Law 101-189; and under the terms of the Tri-Services contract currently in effect.

f. This MOU is subject at all times to Federal law and the rules, guidelines, and regulations of the Department of Defense. Any conflicts between this MOU and such Federal law, rules, guidelines, and regulations will be resolved in favor of the Federal law, rules, guidelines, or regulations.

3. EDUCATIONAL INSTITUTION (INCLUDING CERTIFICATE AND DEGREE GRANTING EDUCATIONAL INSTITUTIONS) REQUIREMENTS FOR TA. Educational institutions must:

a. Sign and adhere to the requirements of this MOU, including Service-specific addendums as appropriate, prior to being eligible to receive TA payments.

(1) Those educational institutions that have a current MOU with the Department of Defense will sign this MOU at the expiration of their current MOU, or at the request of the Department of Defense or the specific Military Service holding a separate current MOU.

(2) Educational institutions must comply with this MOU and the requirements in Service-specific addendums that do not conflict with governing Federal law and rules, guidelines, and regulations, which include, but are not limited to, Title 10 of the United States Code; DoD Directive 1322.08E, "Voluntary Education Programs for Military Personnel"; DoD Instruction 1322.25, "Voluntary Education Programs"; DoDI 1322.9, "Voluntary Education Programs for Military Personnel-Management Information System"; DoDI 1322.19, "Voluntary Education Programs in Overseas Areas"; and all installation requirements imposed by the installation commander if the educational institution has been approved to operate on a particular BASE. Educational institutions failing to comply with the requirements set forth in this MOU may receive a letter of warning, be denied the opportunity to establish new programs, have their MOU terminated, be removed from the installation, and may have the approval of the issuance of TA withdrawn by the Service concerned.

b. Be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

c. Comply with the regulatory guidance provided by the Department of Defense and the Services.

d. Adhere to the Servicemembers Opportunity Colleges (SOC) Consortium Principles, Criteria, and Military Student Bill of Rights (located at <http://www.soc.aascu.org/socconsortium/PublicationsSOC.html>). SOC principles are Based on the principles set forth in the Joint Statement on the Transfer and Award of Credit (available at <http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/CLLL/Joint.htm>), which were developed by members of the American Association of Collegiate Registrars and Admissions

Officers, the American Council on Education (ACE), and the Council for Higher Education Accreditation.

e. Recognize, accept, and award credit where appropriate, from the Army/ACE Registry Transcript System, the Sailor/Marine ACE Registry Transcript System, the Community College of the Air Force (CCAF), and the Coast Guard Institute transcript as the official sources of military training and experience documentation with corresponding college credit recommendations, when processing the individual's documented educational plan.

f. Participate in the Military Voluntary Education Review (MVER) process when requested. This requirement applies not only to institutions providing courses on military installations, but also to those institutions providing postsecondary instruction not located on the military installation or via DL.

4. TA PROGRAM REQUIREMENTS FOR EDUCATIONAL INSTITUTIONS

a. **One Single Tuition Rate.** Educational institutions will have one single tuition rate for all Service members enrolled in the same course, regardless of Service component, within a specific Office of Postsecondary Education identification number (OPE ID). The OPE ID is assigned by the Department of Education to institutions approved to participate in Federal student financial aid programs. This single tuition rate includes active duty Service members, members of the Reserve Components (RCs), and the National Guard.

b. **Course Enrollment Information.** The educational institutions will provide course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion, and billing information to the TA issuing Service's education office, as outlined in the Service's regulations and instructions.

c. Educational Plan

(1) Institutions will provide an evaluated educational plan to the Service member and his or her Service:

(a) Within 60 days after the individual has been accepted for admission; or

(b) After all required transcripts have been provided; or

(c) After the individual has completed 6 semester hours with the institution; whichever comes first

(2) Institutions will submit a new evaluated educational plan when a Services' education advisor approves a change in the Service member's educational goal.

(3) When an educational plan is issued, institutions will not add, delete, or change course requirements after the student accepts the educational plan and begins the course of study. Education plans will be valid for no fewer than five years.

d. Approved and Valid Courses

(1) **Approved Courses.** If an eligible Service member decides to use TA, educational institutions will enroll him or her only after the TA is approved by the individual's Service. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit an educational institution from pre-registering a Service member in a course in order to secure a slot in the course.

(2) **Valid Courses.** Courses shall be considered valid if they are:

(a) Part of an individual's evaluated educational plan; or

(b) Prerequisites for courses within the individual's evaluated educational plan; or

(c) Required for acceptance into a higher-level degree program, unless otherwise specified by Service regulations.

e. Use of Financial Aid With TA

(1) "Top-Up" eligible active duty DoD personnel may use this Montgomery or Post-9/11 G.I. Bill benefit in conjunction with TA funds from their Service to cover those course costs to the Service member that exceed the amount of TA paid by his or her Service. Reserve Component members who have paid for Chapter 30 G.I. Bill benefits may use those benefits concurrently with TA. Reserve Component members who have earned entitlement for the Post-9/11 G.I. Bill may combine VA benefits and TA as long as the combined benefits do not total more than 100% of the actual costs of tuition and fees.

(2) DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus. Educational institution financial aid officers shall provide information and application processes for scholarships, fellowships, grants, loans, etc., to DoD TA recipients.

(3) DoD TA recipients, who also qualify for Pell Grants through the Department of Education's Free Application for Federal Student Aid Program, shall have their TA benefits applied to their educational institution's account prior to the dispersal of their Pell Grant funds.

f. Administration of Tuition and Fees

(1) The Services will provide TA in accordance with DoD- and Service-appropriate regulations. Any additional fees will be paid by the Service member to the institution at the time of registration in accordance with the institution's policy.

(2) TA will be limited to tuition and reimbursable fees that are specifically required as a condition of enrollment in a particular course or term of enrollment of the member in that educational institution, are charged to all students, and are 100% refundable.

(3) Tuition charged to a Service member will in no case exceed the rate charged to nonmilitary students, unless agreed upon in writing by both the institution and the Service.

(4) The tuition and fee structure for the degree programs the institution proposes to offer on the installation must be provided annually. Any changes in the tuition and fee structure will be provided to and justified to all the Services, as soon as possible, but not fewer than 90 days prior to implementation. If the MOU is with a single educational institution, at a single location, with only one Service, the justification will be provided to that Service, which will then provide that information to the other Services.

(5) Refunds of Government-funded TA will be paid in accordance with the institution's published refund policy and will go to the Service, not to the Service member.

(6) The institution will refund to the Service the total amount of tuition and fees paid for a course that is cancelled by the institution.

(7) TA invoicing information is located in the Service-specific addendums attached to this MOU.

g. **Course Cancellations.** Institutions are responsible for notifying Service members of class cancellations for both classroom and DL courses.

h. Materials and Electronic Accessibility

(1) Institution will ensure that course materials are readily available, either electronically or in print medium, and provide information about where the student may obtain class materials at the time of enrollment or registration.

(2) Institution representatives will counsel students to refrain from purchasing course materials prior to confirmation of sufficient enrollments for conduct of the class. Students will be encouraged to verify course acceptance by CCAF (Air Force only) or other program(s), with the installation education advisor before enrolling or requesting TA

(3) Institution will provide students with electronic access to their main administrative and academic center's library materials, professional services, relevant periodicals, books, and other academic reference and research resources in print or online format that are appropriate or necessary to support the courses offered. Additionally, institutions will ensure adequate print and non-print media resources to support all courses being offered, are available at BASE or installation library facilities, on-site Institution resource areas, or via electronic transmission.

i. Graduation Achievement Recognition

(1) The educational institution shall issue, at no cost to the Government, documentation as proof of completion, such as a diploma or certificate, to each student who completes the respective program requirements and meets all financial obligations.

(2) In accordance with Service requirements, the institution shall provide the Service concerned with a list of those TA recipients who have completed a certificate, diploma, or degree program. The list will include the degree level, major, and program requirements completion date.

(3) The institution shall make no distinction on any credential to reflect that the course(s) or program(s) were not conducted at its main administrative and academic center.

(4) The institution shall provide students with the opportunity to participate in a graduation ceremony.

j. Reporting Requirements and Performance Metrics

(1) The institution shall provide electronic reports on all DoD TA recipients for programs and courses offered to personnel at each installation as required by the cognizant Service. This includes, but is not limited to, TA transactions, final course grades to include incompletes and withdrawals, degrees awarded, certificates earned, documented educational plans, courses offered, class rosters, and military graduation.

(2) The cognizant Service may evaluate the institution's overall effectiveness in administering its academic program, courses, and customer satisfaction to the Department of Defense. A written report of the findings will be provided to the institution. The institution shall have 90 calendar days to review the report, investigate if required, and provide a written response to the findings.

(3) The Services may request reports from an institution at any time, but not later than 2 years after termination of the MOU with such institution. Responses to all requests for reports shall be provided within 14 calendar days.

5. REQUIREMENTS AND RESPONSIBILITIES FOR THE DELIVERY OF ON-INSTALLATION VOLUNTARY EDUCATION PROGRAMS AND SERVICES

a. Educational institutions shall:

(1) Agree to have a separate installation MOU if they have a Service agreement to provide on-installation courses or degree programs. The installation MOU contains the installation-unique requirements that will be coordinated, documented, and retained by the installation's education advisor, with concurrence from the appropriate Service voluntary education representative, and presented to the installation commander for final approval.

(2) Comply with the installation-unique requirements in the installation MOU that do not conflict with the DoD Voluntary Education Partnership MOU and governing regulations.

(3) Agree to coordinate degree programs offered on the installation with the installation's education advisor, who will receive approval from the installation commander, prior to the opening of classes for registration.

(4) Admit candidates to the institution's on-installation programs at their discretion; however, priority for registration in installation classes will be given in the following order:

(a) Service members.

(b) Federally funded DoD civilian employees.

(c) Eligible adult family members of Service members and DoD civilian employees.

(d) Military retirees.

(e) Non-DoD personnel.

(5) Provide the installation's education advisor, as appropriate, a tentative annual schedule of course offerings to ensure that the educational needs of the military population on the installation are met and to ensure no course or scheduling conflicts with other on-installation programs.

(6) Provide instructors for their installation courses who meet the criteria established by the institution to qualify for employment as a faculty member on the main administrative and academic center.

(7) Inform the installation education advisor about cancellations for classroom-Based classes on military installations per the guidelines set forth in the separate installation MOU.

b. The Services' designated installation representative (usually the installation education advisor) shall be responsible for determining the local voluntary education program needs for the serviced military population and for selecting the off-duty educational programs to be provided on the installation, in accordance with the Services' policies. The Service, in conjunction with the educational institution, shall provide support services essential to operating effective educational programs. All services provided will be commensurate with the availability of resources (personnel, funds, and equipment). This support includes:

(1) Classroom and office space, as available. The Service will determine the adequacy of provided space.

(2) Repairs as required to maintain office and classroom space in "good condition" as determined by the Service, and utility services for the offices and classrooms of the institution located on the installation (e.g., electricity, water, and heat).

(3) Standard office and classroom furnishings within available resources. No specialized equipment will be provided.

(4) Janitorial services in accordance with installation facility management policies and contracts.

c. The Service reserves the right to disapprove installation access to any employee of the institution employed to carry out any part of this MOU.

d. Operation of a privately owned vehicle by institution employees on the installation will be governed by the installation's policies.

e. The installation education advisor will check with his or her Service's responsible office for voluntary education prior to allowing an educational institution to enter into an MOU with the installation.

6. REVIEW, MODIFICATIONS, SIGNATURES, EFFECTIVE DATE, EXPIRATION DATE, AND CANCELLATION PROVISION

a. Review. The signatories (or their successors) shall review this MOU periodically in coordination with the Services, but no less than every 5 years, to consider items such as current accreditation status, updated program offerings, and program delivery services.

b. Modifications. Modifications to this MOU will be in writing and, except for those required due to a change in Federal law, shall be subject to approval by both of the signatories below, or their successors.

c. Signatures. The authorized signatory for the Department of Defense will be designated by the USD(P&R). The authorized signatory for the institution will be determined by the institution.

d. Effective Date. This MOU is effective on the date of the later signature.

e. Expiration Date. This MOU will expire 5 years from the effective date, unless terminated or updated prior to that date in writing by the Department of Defense or the Institution.

f. Cancellation Provision. This MOU may be cancelled by either DoD or the Institution 30 days after receipt of the written notice from the cancelling party.

FOR THE DEPARTMENT OF DEFENSE:

FOR THE INSTITUTION:

DESIGNATED SIGNATORY

DATE

J. Board
PRESIDENT or Designee
10/15/12
DATE

APPROVED BY
BOARD OF TRUSTEES
MINUTES OF 11-8-12

Attachment 2

ADDENDUM FOR EDUCATION SERVICES
BETWEEN
CERRO COSO COLLEGE
AND
THE U.S. Air Force (USAF)

1. **PURPOSE.** This addendum is between Cerro Coso College, hereafter referred to as the "Institution," and the USAF. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the Air Force to provide funds to the Institution that would be contrary to Federal law.

2. **RESPONSIBILITIES**

a. USAF Education and Training Section (ETS) Chief. The USAF ETS Chief shall:

(1) Maintain a continuing liaison with the designated Institution representative and be responsible for inspections and the acceptance of the Institution services. The ETS Chief will assist the Institution representative to provide military and Air Force culture orientation to the Institution personnel.

(2) Review requests from COLLEGES with no on-installation MOU for permission of installation access and space within the ETS to counsel current students, provide information briefings and materials, attend education fairs, and provide other informational services approved by the installation commander. Approval depends on the installation commander. Approval of any school eligible for Military TA will be extended equally to all such schools; same time allotment, space, and frequency.

(3) Assist the Institution or refer them to the information technology contractor for training in the use of Academic Institution Portal (AI Portal) regarding input of Institution information, degree offerings, tuition rates, grades, invoices, degree completions, and search tools pre-built into the Air Force online Voluntary Education System.

b. **Institutions**

(1) The Institution will:

(a) Appoint and designate an Institution representative to maintain a continuing liaison with the USAF ETS Chief.

(b) Provide a basic educational plan to each airman and the ETS as soon as he or she decides to register with the Institution and while awaiting final evaluation of transfer credits.

(c) Assume responsibility for the administration and proctoring of all course examinations not normally administered and proctored within the traditional, in-the-classroom setting.

(d) Counsel interested airmen on Institution policies including, but not limited to, course withdrawal dates and penalties, course cancellation procedures, course grade publication, fees (covered by military tuition assistance (Mil TA) and not covered by Mil TA), billing practices, and policy regarding incompleteness of a course. Face-to-face counseling is not required.

(e) Register and use the AI Portal to input Institution basic information, degree offerings, tuition rates, invoice submission, course grades submission, degree completions, and to pull pre-established educational institution reports while conducting business with the USAF

(f) Submit one consolidated invoice per term via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made during the term, no earlier than after the final add/drop/census date, and no later than 30 calendar days after the end of the term.

(g) Submit course grades via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made no later than 30 calendar days after the end of the term.

(h) Accept the Government Purchase Card for payment of Mil TA when the Institution accepts credit cards for any part of Institution business.

(i) Provide a list of program graduates via the AI Portal consisting of student name, program title, program type (such as bachelor's degree), and date of graduation no later than 30 calendar days after the end of the term in which graduation requirements are completed. If the AI Portal is not available, provide directly to the BASE Education and Training Section.

(2) COLLEGES with no on-installation MOU are authorized to request permission for installation access and space within the ETS to counsel current students, provide information briefings and materials, attend education fairs, and other informational services. Approval depends on the installation commander. If approval is granted, then all other permissions will be authorized equally for any school eligible for Military TA; the same time allotment, space, and frequency.

(3) All Institution with an on-installation MOU or invitation for an on-installation activity, such as an educational fair, are authorized to counsel or provide information on any of their programs.

3. ADDITIONAL GUIDELINES

a. In addition to DoD policy outlined in the DoD MOU, the authorization of Mil TA is further governed by Air Force Instruction 36-2306, as well as applicable policy and guidance.

b. Installation access of non-DoD and non-installation personnel is at the discretion of the installation commander. Access once provided can be revoked at any time due to military necessity or due to conduct that violates installation rules or policies.

c. The Institution will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of Air Force facilities, equipment, supplies, and services by the Institution, its officers, representatives, agents, employees, and non-DoD affiliated

students. The Institution further agrees to defend, pay, or settle all claims arising out of the use of Air Force facilities Based upon the negligence, gross negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. The COLLEGE will hold the U.S. Government harmless from any claims arising out of the acts or omissions of the COLLEGE, its agents, representatives, officers, employees, and non-DoD affiliated students.

d. No off BASE school will be given permanent space or scheduled for regularly recurring time on base for student counseling.

Attachment 3

Associate Degree Programs Offered at Edwards AFB by Cerro Coso Community College:

Associate of Arts Degree in General Studies

A minimum of 60 units is required for the award of the Degree.

Attachment 4

Tuition Rates (Fees) of:

Cerro Coso Community College
3000 College Heights Blvd
Ridgecrest CA 93555

California Residents: \$46.00 per unit enrollment fee.

Non-Residents: \$190.00 plus \$46.00 enrollment fee per unit and \$30.00 capital outlay fee per unit for a total of \$266.00 per semester unit.

Student rep fee per semester: \$1.00

The enrollment fees are set by the California State legislature and are subject to change.

Tuition Refund Policies of:

Cerro Coso Community College
3000 College Heights Blvd
Ridgecrest CA 93555

Non-resident tuition and class enrollment fees are refunded if a student drops a course by a date calculated to be 10% from the starting date of a course (generally the day after the second class meeting.) Students must apply for all refunds either online or directly through the college office.

Course Withdrawal Policy - It is the student's responsibility to formally withdraw from a course if he or she decides, for any reason, to drop a class. An instructor may drop a student for non-attendance, but students should not assume that an instructor will drop them. Failure to formally withdraw from a course through the College Office or by calling (619) 258-8644 can result in the student receiving an "F" grade.

Refund checks for tuition are issued as soon as practical following the withdrawal, but not until academic and accounting records are properly processed.