



MEMORANDUM OF UNDERSTANDING
between
CHABOT COLLEGE
and
ALAMEDA COUNTY SHERIFF'S OFFICE
and
FIVE KEYS SCHOOLS AND PROGRAMS

The purpose of this MOU is to reflect the partnership between Chabot College (CC), Alameda County Sheriff's Office (ACSO), and Five Keys Schools and Programs (Five Keys). This collaboration aims to meet the educational needs of inmates at Santa Rita Jail by making college level courses accessible, including CSU/UC transferable, general education courses and degree/certificate courses.

This MOU further establishes the operational framework for CC to offer college courses to the men and women housed in Santa Rita Jail run by the ACSO. Five Keys currently operates all educational programming in the jail and will provide logistical support to ensure the smooth operations of CC college classes.

Advisory Board

An Advisory Board will be established to help evaluate, plan, support and make recommendations for classes to be taught in Santa Rita Jail. The Advisory Board members are comprised of CC administrators and faculty, the ACSO Inmate Services Manager and staff, and Five Keys administration.

The Advisory Board will meet monthly during the Fall and Spring semesters. Meetings will be co-chaired by representatives of CC and Five Keys. The Advisory Board is charged with developing an educational program, which meets the current needs and interests of inmates as well as their future educational goals.

Enrollment Process

The Alameda County Sheriff's Office and Five Keys School will be responsible for selecting students for classes. The Alameda County Sheriff's Office will identify and provide clearance for students who meet the qualification standards to enroll in the classes.

Five Keys will support designated CC staff who have been cleared by ACSO to have access to students for the completion of student applications and registration, the authorization to release information (FERPA-Family Educational Rights and Privacy Act), California Promise Grant, student representation and activity fee waiver forms. The CC coordinator or a designee will be responsible for the submission of all forms to the appropriate office, e.g. Admissions & Records, Financial Aid, District Business Office.

Selection of Students

Five Keys' personnel will be responsible for screening students who will be enrolled in a CC class. Selection criteria may include:

1. Leadership
2. Participation
3. Positive Attitude
4. Team Player
5. Low Criminogenic Risk
6. The number of hours (classes) the applicant can take each semester
7. Educational background
8. Interests and educational goals.

Some classes may require additional criteria in order to ensure student success—such as pre-requisite coursework or prior college experience. Five Keys and CC will share any additional recommended criteria to ACSO before the recruitment of classes.

Program of Courses

Program of Courses to be offered may include, but is not limited to:

- I. PSCN- College Readiness Course
- II. Entrepreneurship Program
- III. Business
- IV. English
- V. Ethnic Studies

Scheduling

Classes will be planned at least one semester in advance and scheduled at Santa Rita Jail, located at 5325 Broder Blvd, in Dublin. Classes will be scheduled during times that align with the Five Keys and CC academic calendars and during established class times created to accommodate the ACSO movement of inmates between housing units and classrooms. Classes will be offered in a compressed schedule to increase course completion and maximize the number of units an inmate can earn prior to release, i.e. classes may be offered Monday through Friday, 2 to 3 hours per day, for 2 to 8 weeks, depending on the

number of units for a course. Each student will have a Student Education Plan (SEP) entering the program.

Minimum Class Size

The CC/ACSO college program will provide educational opportunities for an incarcerated population. California Community College state apportionment revenue is calculated based on an average class enrollment of 35 students. In accordance with Alameda Public Health and ACSO guidelines during COVID-19, classes may be capped at 20 students, though typically classes can accommodate 25-30 students. The Alameda County Sheriff's Office will have the final authority to determine class size.

1. For as long as COVID social distancing restrictions are in place, CC reserves the right to cancel classes with less than 15 students enrolled; otherwise classes may be canceled when enrollment is below 20 students.
2. Either party reserves the right to cancel a class up to two weeks prior to the start date due to low enrollment. (Sec 18H.1)

Resources

Five Keys and ACSO will make every effort to ensure that students have access to required and approved classroom resources, instructional tools, textbooks, printed materials, and other ACSO approved resources needed to support instruction and student success. Five Keys agrees to purchase textbooks and materials for all Five Keys students participating as dual-enrollment students; CC agrees to provide resources to purchase textbooks for non-Five Keys students.

CC will provide the course outline of record and syllabus for all courses offered.

Coordination of Courses

The following processes facilitate offering CC classes in the Santa Rita Jail:

1. The Advisory Board will begin exploring and requesting classes at least six months prior to the start of each semester. Proposed courses will be discussed and reviewed at the Advisory Board meetings. Courses considered will include those applied towards a degree or certificate, and/or general education, CSU/UC transferrable courses, whenever possible.
2. CC Recruitment of Instructors:
3. SPRING - starting in September

SUMMER - starting in November

FALL - starting in January

4. Five Keys and ACSO staff are responsible for the following:
 - a. Recruiting students,
 - b. Jail clearance for Instructors and providing an orientation at least one month prior to the start of classes.

5. CC staff will work with Five Keys to:
 - a. Assist students to complete a CC application and the registration process, submit student applications and course registration of classes.

6. Five Keys will work with CC to determine how to provide necessary additional academic support outside of the classroom, i.e. tutoring, homework support, encouragement, etc.

7. CC will provide academic counseling as needed when referred by Five Keys or CC staff. Location of counseling may occur in-person or via video visit.

8. After a student is released, Five Keys will notify CC staff at Project RISE for them to schedule an appointment with the student's transition counselor and coordinate with CC counselors and services to continue education planning.

Fee Waivers

CC shall exempt students from the payment of health, student representation, student activities and online fees.

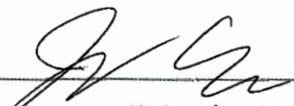
Indemnification

Alameda County Sheriff's Office and Five Keys agrees to defend, indemnify, save and hold Chabot College, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by the Alameda County Sheriff's Office and Five Keys, its officers, agents, or employees while performing operations under the agreement.

Chabot College agrees to defend, indemnify, save and hold Alameda County Sheriff's Office and Five Keys, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil


penalty arising from any act or omission by the Chabot College, its officers, agents, or employees while performing operations under the agreement.

This agreement is entered into for the duration of the Five Keys Schools and Programs Contract and may be modified at any time by mutual agreement.




Dr. Jamial Cooks, VP Academic Services
Chabot College

8/30/22
Date



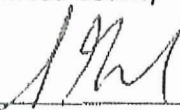
Abigail Patton, Dean, Academic Pathways & Student Success
Chabot College

8/9/22
Date



Gregory Ahern, Sheriff
Alameda County

10/13/21
Date




Steve Good, President & CEO
Five Keys Schools and Program

11/3/21
Date

Approved as to Form

DOMINIC ZIEGLER, County Counsel

By 
Print Name Dominic J. Christensen

Jonah Nicholas, Vice Chancellor, Business Services
Chabot-Las Positas Community College District