

Memorandum of Understanding

This Memorandum of Understanding (MOU) is between the Lee College District (Lee) and the Chambers County Commissioners Court (the County).

- I. Purpose: The purpose of this Memorandum of Understanding (MOU) is to establish the roles and responsibilities of Lee and the County, collectively referred to as the "Parties," related to establishing a reduced tuition rate for the County employees enrolled in the Truck Driving program offered by Lee.

- II. Parties to the MOU and Points of Contact

Receiving Party: The Chambers County Commissioners Court
Point of Contact: Jimmy Sylvia, Chambers County Judge
P.O. Box 939
Anahuac, TX 77514
lvandeventer@chamberstx.gov

Performing Party: The Lee College District
Point of Contact: Ms. Fran Parent, Executive Director
Office of Industrial and Construction Technologies
P.O. Box 818
Baytown, TX 77522-0818
fparent@lee.edu

- III. Lee College Responsibilities

- a. Lee College will provide a cross-credit truck driving certificate program preparing students to obtain a Commercial Driver's License.
- b. Lee College will provide a 50% discount off of the regular cost of tuition for the truck driving program to students who are employees of Chambers County. The regular cost of tuition is \$4,000.00 per student for the 2024-2025 academic year.
- c. Lee College will schedule classes at times and on days that are suitable for the County and when the Lee College instructors are available.
- d. Lee College is responsible for setting enrollment limits based on state regulations and best practice for conducting high quality instruction.
- e. Lee College reserves the right to cancel classes if fewer than eight students are enrolled.

- IV. Chambers County Responsibilities

- a. The County will provide the equipment and facilities for students who are their employees. Equipment will include the trucks that are used for instruction and the facility where driving practice will occur.
- b. The County will verify the employment status of students who enroll as employees of the County.
- c. The County employees who enroll at Lee College must follow the same policies, and are subject to the same disciplinary procedures and penalties, as all other students at Lee College as published in the college catalog.

- V. Termination

- a. Termination for Cause: At any time if either Party determines that the MOU is not being fully complied with, the following process will prevail.
 - i. Written notice of non-compliance will be provided to the Party that appears to be out of compliance. A written response will then be provided to the complainant within 15 working days in an attempt to rectify the matter.
 - ii. If a solution has not been reached, another written complaint will be submitted, and 30 working days will be provided to rectify the situation.
 - iii. If a compromise cannot be reached or a solution found, the result will be the automatic dissolution of the MOU after 30 additional working days.
 - iv. During the process, even if it is determined that one of the parties is not fully compliant with a part of the MOU, the rest of the MOU will remain in effect.
 - b. Termination for Convenience: If either Party decides to withdraw from the MOU for convenience, the Withdrawing Party must provide 60 calendar days' notice. The MOU will terminate at the end of the 60 days unless otherwise agreed upon by the Parties.
- VI. Agreement: Once this document is signed by persons who have been empowered by their respective organizations to make such decisions, this MOU will be in effect for a period of one year, and will automatically renew each year on the anniversary of the original signing unless one of the Parties gives written notice to the other 60 calendar days prior to the anniversary date that they are ceasing their participation in this MOU.

Dr. Lynda Villanueva	President, Lee College		
_____	_____	_____	_____
Printed Name	Title	Signature	Date
_____	_____	_____	_____
Printed Name	Title	Signature	Date