Memorandum of Understanding
Between The Department of Veterans Affairs
And Valencia College for
Student Outreach and Recruitment

I. PURPOSE

The purpose of the Memorandum of Understanding (MOU) is to provide the cooperative framework for the Department of Veterans Affairs (VA) and Valencia College (VC) to develop coordinated initiatives and perform Student Outreach and Recruitment activities (hereinafter referred to as SOAR) under the auspices of VA's Office of Diversity and Inclusion (ODI).

II. PARTIES

The parties in this MOU are the VA and VC. Nothing in the MOU shall obligate either party to the commitment of any funds.

III. GOALS AND OBJECTIVES

The goal of the MOU is to establish a robust collaborative working partnership that fosters collaboration between VA, and VC to the extent that such coordination and collaboration is consistent with applicable laws, regulations, and policies, to support their respective missions and to achieve the parties' common aim to coordinate and implement outreach to a diverse student population at VC for employment and educational opportunities in VA.

To accomplish these objectives, the parties shall engage in activities that serve to:

- Increase awareness of the parties' developmental programs, internship programs, and employment opportunities through targeted outreach and cross-marketing for the purpose of promoting diversity and eliminating potential barriers to diverse representation within VA's workforce.

- Provide outreach for speakers, coaches, ambassadors, mentors and webinars to support each other's developmental initiatives.

- Provide information on opportunities for training, mentoring and shadowing experiences.

- Enhance the VA's support for Executive Order 13583 "Establish a Coordinated Government-wide Initiative to promote Diversity and Inclusion in the Federal Workforce."

- Conduct outreach to brand SOAR as a key initiative to promote VA as an employer of choice to VC students, faculty, and affiliates.

IV. OVERVIEW OF VA

VA is the second largest Department in the federal government of over 340,000 employees. Its mission is to fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans. VA is comprised of a Central Office (VACO), located in Washington, DC, and field facilities located throughout the Nation, as well as the U.S. territories and the Philippines. VA's mission is carried out through three major sub-component organizations: Veterans Health Administration (VHA), Veterans Benefits Administration (VBA), and the National Cemetery Administration (NCA).

The Office of Diversity and Inclusion (ODI) is an organization within the Office of Human Resources and Administration in VACO, whose mission is to build a diverse workforce and cultivate an inclusive workplace to deliver the best services to our Nation's Veterans, their families, and beneficiaries. To that end, ODI developed the SOAR initiative as a key strategy to increase diversity outreach and facilitate employment, internship, and educational opportunities in VA for diverse students from Minority Serving Institutions, Hispanic Serving Institutions, and other postsecondary educational institutions.

V. OVERVIEW OF VC

Valencia College (VC) is a public state college in Orange County, Florida accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate and Bachelor's degrees. It is the fifth in the U.S. in the number of degrees awarded to Hispanics and seventh in the U.S. in the number of associate degrees awarded to African-Americans. VC has a diverse student population of 70,000.

VI. RESPONSIBILITIES OF THE PARTIES

VA Responsibilities:

- Advise Administrations, Staff Offices, and other VA organizations of this MOU and SOAR and disseminate information about its provisions VA-wide.

- Provide Administrations, VA Staff Offices, and other VA organizations with information on VC and its major fields of study as it relates to VA mission related career fields.

- Collaborate with other VA organizations as appropriate to promulgate the provisions of this MOU to promote access to and participation of VC students and Veterans in programs and initiatives to include Pathways Program, National Diversity Internship Program, and the Workforce Recruitment Program, MyCareer@VA career mapping tools, and other types of career development/training opportunities.

- Participate in career fairs, on-campus career orientations, and diversity outreach efforts, as appropriate and budget permitting, to support the aims of this MOU. To the extent practicable and permitted by applicable law and policy, VA will on occasion provide on-site presence of VA personnel on an as needed basis at VC to serve as an on-site resource and execute the objectives and strategies of this MOU.

- Solicit interest from VA employees and leaders to serve as mentors, ambassadors, and other types of instructional resources for VC students.

- Provide VC with information about available VA scholarships, fellowships, stipends, internships, and grants.

VC Responsibilities:

- Promulgate the provisions of this MOU to promote access to and participation of VC students and Veterans in VA programs and initiatives to include Pathways Program, National Diversity Internship Program, and the Workforce Recruitment Program, MyCareer@VA career mapping tools, and other types of career development/training opportunities.

- Disseminate VA materials and communications to students and VC faculty including but not be limited to information about available scholarships, fellowships, grants, internships, clinical residencies, etc.

- Participate in VA dialogues, meetings and other initiatives related to post-secondary education and VA mission related career fields.

- Assist in the execution of programs, forums and workshops focused on increasing internship, employment and training opportunities at VA for students and educators of VC.

- Assist VA in its recruitment outreach efforts by linking to VA vacancy announcements on their website.

- Provide limited access to on-site office space and incidental resources (e.g., telephone, computer/web access) to host VA representatives when executing the aims of this MOU at VC.

Both VA and VC will:

- Meet or correspond periodically to review the status and progress of this MOU.

- Notify designated VA/VC MOU Points of Contact (POCs) regarding meetings, status updates, and requests applicable to the MOU.

- Track outcomes of VA/VC MOU activities to the extent practicable to report on areas of achievement and enhancement, such as number of VC interns acquired by VA, VC applicants for VA employment, VC-VA mentoring relationship, etc.

- Identify opportunities, programs, and initiatives where professionals from VA and VC can participate in outreach, capacity-building, and training.

VII. POINTS OF CONTACT

VA and VC will designate POCs within their respective organizations to implement the MOU. The POCs will direct and coordinate partnership activities to ensure that mutual benefits and interests are served. The respective offices responsible for implementation and maintenance shall keep all parties up-to-date on their efforts. ODI will serve as the organizational POC for the purposes of this MOU.

VIII. PERIODIC REVIEW

Representatives of VA and VC will periodically review and update the provisions of this MOU, as needed. Amendments must be agreed to by both parties. This MOU may be terminated at any time by either party upon sixty (60) days notice to the other party.

IX. COSTS

Nothing herein shall be construed as requiring VA or VC and its members to expend funds on behalf of the purpose, objectives, and responsibilities set forth in this MOU, except as specifically agreed to in writing by the signatories or the organizations

they represent. All expenditures by VA are subject to the availability of appropriate funds and criteria set by law and VA policy.

X. EFFECTIVE DATE

The terms of this MOU will become effective on the date of the last signature by the parties and will remain in effect until terminated by either party as specified in Section VIII.

XI. MODIFICATION

Amendments must be bilaterally executed in writing, signed by authorized representatives of both parties. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.

XII. OTHER PROVISIONS

This MOU does not create a partnership or a joint venture and neither party has the authority to bind the other. Disclosure of information to the public regarding project(s) and program(s) within this MOU will be made in accordance with applicable law.

This MOU shall become effective on behalf of the parties by signature of the undersigned:

Gina S. Farrisee — 8.13.15
Date

Gina S. Farrisee
Assistant Secretary for Human Resources and Administration
Department of Veterans Affairs

Sanford C. Shugart — 8-25-2015
Date

Sanford C. Shugart, Ph. D.
President
Valencia College