

Date: 3/10/2016

From: Dr. Theresa Chisolm, Vice Provost for Strategic Planning, Performance, & Accountability

To: Dr. Ralph C. Wilcox, Provost and Executive Vice President

Re: Memorandum of Understanding/ Agreement/ Contract

Short Title: AF ROTC Crosstown Agreement Between USF and Polk State College

1. Signed by USF World - Yes  No  N/A   
Office of Institutional Effectiveness - Yes  No  N/A
2. Financial Impact - Yes  No

If yes, explain:

3. Signed by Legal - Yes  No

4. Other Comments: This is standard for ROTC agreements. (Held up because Legal stamp not on when first reviewed - Now it is)

5. Approved for Provost to sign

Date: 3/22/16

Initials: 



**Memorandum of Understanding/ Agreement/ Contract**

Title: AFROTC Crosstown Agreement Between The University of South Florida and Polk State College

Partner(s): Polk State College

Initiated by: James L. Cardoso, Col, USAF Date: March 10, 2016

Email: cardosoj@usf.edu Phone: 974-3367

<b>To be completed by Initiator:</b>			
<input type="checkbox"/> Curricular	<input type="checkbox"/> Not Curricular	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> New
<input type="checkbox"/> For Credit	<input checked="" type="checkbox"/> Not For Credit		<b>- OR -</b>
<input type="checkbox"/> E&G			<input type="checkbox"/> Renewal/ Extension
<input type="checkbox"/> Cost Recovery			
<input type="checkbox"/> Market Rate			
<input type="checkbox"/> International	<input checked="" type="checkbox"/> Not International		
<input type="checkbox"/> USF System	<input checked="" type="checkbox"/> USF	<input type="checkbox"/> USF St. Petersburg	<input type="checkbox"/> USF Sarasota-Manatee

Obtain Signatures as applicable:	Printed Name:	Signature:	Date Received:	Date Signed:
1) College Dean or USFSP/USFSM Chief Academic Officer	N/A	N/A	N/A	N/A
2) UGS Dean/GR Studies Dean (USF)	W. Robert Sullins Dean, UGS		3/10/16	3/10/16
3) Office of Institutional Effectiveness (For all Curriculum/SACS)	N/A	N/A	N/A	N/A
4) Innovative Education (For Online, Cost Recovery & Market Rate)	N/A	N/A	N/A	N/A
5) Financial Management (For Business Model Approval)	N/A	N/A	N/A	N/A
6) General Counsel (All MOU's)	Jodi Adamchak	Joanne M. Adamchak <small>Digitally signed by Joanne M. Adamchak DN: cn=Joanne M. Adamchak, ou=University of South Florida, ou=Office of the General Counsel, email=jadamcha@usf.edu, c=US Date: 2016.03.22 10:27:34 -0400</small>	3-21-16	3-22-16
7) USF World (For International)	N/A	N/A	N/A	N/A
<b>Restricted Party Screening Review</b>				
8) Vice Provost Strategic Planning, Performance & Accountability				
9) USF System Provost and Executive Vice President for the USF Board of Trustees	Theresa Chish		3/10/16	3/23/16

Comments:

This agreement mirrors similar agreements between USF and 13 other local colleges. It enables students at other colleges to participate in AFROTC at Det 158 towards attaining a commission in the U.S. Air Force.

**CROSSTOWN AGREEMENT  
BETWEEN  
THE UNIVERSITY OF SOUTH FLORIDA AND POLK STATE COLLEGE  
To Extend AFROTC Instruction To Students At Institutions Not Hosting AFROTC**

Board of Trustees, a public body corporate

This agreement is among the governing authorities of University of South Florida (hereinafter known as Institution A) which hosts Air Force ROTC Detachment 158, the governing authorities of Polk State College (hereinafter known as Institution B) which does not host an AFROTC unit, and the Commandant, Air Force ROTC. It is the purpose of this agreement to make the Air Force ROTC General Military Course and/or Professional Officer Course available to qualified students of Institution B who desire to earn appointments as commissioned officers in the United States Air Force.

**AGREEMENT**

1. Contingent upon acceptance of this agreement and upon the initial and continuing fulfillment of all the conditions enumerated in paragraphs 2, 3, 4, and 5 following, the Air Force ROTC Commandant will:
  - a. Provide AFROTC instruction in the General Military Course and/or Professional Officer Course to qualified and selected applicants who are students of Institution B. Air Force ROTC instruction will be provided to those selected students of Institution B on the campus of Institution A.
  - b. Enroll qualified students of Institution B who are selected for the General Military Course and/or the Professional Officer Course as members of the Air Force ROTC detachment at Institution A.
  - c. Provide uniforms, in accordance with the existing contract agreement between Institution A and the Secretary of the Air Force, to Institution A for all Air Force ROTC cadets who are enrolled as members of the Air Force ROTC detachment at Institution A.
  - d. Provide subsistence allowance, in accordance with existing policies, to all Air Force ROTC cadets who are enrolled as members of the Air Force ROTC detachment at Institution A.
  - e. Provide tuition and fees, in accordance with existing policies:
    - (1) To Institution A for all Air Force ROTC cadets on scholarship status who are enrolled as members of the Air Force ROTC detachment at Institution A.
    - (2) To Institution B for all Air Force ROTC cadets on scholarship status who are enrolled as members of the Air Force ROTC detachment at Institution A if a separate educational services agreement exists between the Department of the Air Force and Institution B.
2. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraph 1, the governing authorities of Institution A agree to:
  - a. Furnish necessary uniforms and accessories to all enrolled members of the Air Force ROTC unit which it hosts.
  - b. Provide adequate classroom and related administrative facilities to support the aerospace studies instruction of all enrolled members of its Air Force ROTC unit who receive instruction on its campus.
  - c. Report estimated and actual cost of tuition and fees for each fiscal year to the AFROTC detachment at Institution A. This report will be the basis for funding obligations for each fiscal year.
3. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraphs 1 and 2, the governing authorities of Institution B agree to:
  - a. Include in appropriate publications announcement of the aerospace studies courses of Air Force ROTC available to its students.
  - b. Grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of Aerospace Studies at Institution A.

- c. Report if a separate educational services agreement exists between the Department of the Air Force and Institution B, the estimated and actual costs of tuition and fees for each fiscal year to the AFROTC detachment at Institution A. This report will be the basis for funding obligations for each fiscal year.
4. The governing authorities of Institutions A and B will either negotiate a formal written agreement whereby Institution A transfers tuition and fees to Institution B for those students on scholarship status from Institution B enrolled in Air Force ROTC at Institution A; or concur that a separate educational services agreement between the Department of the Air Force and Institution B is desired.
5. The governing authorities of Institution B affirm that:
  - a. It is accredited (as a baccalaureate degree granting institution, or a 2 year degree granting institution) by the following regional association: Southern Association of Colleges and Schools Commission on Colleges
  - b. For good and valid mutual consideration, and as a condition precedent to acceptance and continuation of this agreement, the institution warrants and represents that it does not and will not, discriminate in any way with respect to the admission or subsequent treatment of students on the basis of race, color, sex, or national origin. It is further mutually agreed that a violation of the covenant, as determined by the Secretary of the Air Force or a designee, may be regarded as a breach of this agreement, justifying termination thereof, at no cost to the government, by the Secretary or designee.
6. All parties agree that:
  - a. This agreement becomes effective April 1, 2016
  - b. This agreement may be terminated at the end of any school year by any of the parties hereto giving 90 days notice of such intent to both other parties.

**FOR THE INSTITUTIONS:**

**UNIVERSITY OF SOUTH FLORIDA**  
 University of South Florida Board of Trustees,  
 Public Body Corporate of the State of Florida

By: \_\_\_\_\_  
 Ralph C. Wilcox, Ph.D.  
 Provost and Executive Vice President

Date: 3/23/16

Approved as to Form and Legality

3-22-16

\_\_\_\_\_  
 Bryan Ruff, Attorney, USF

**POLK STATE COLLEGE**

Address: 999 Ave H NE, Winter Haven FL  
 Term Type: Semester  
 Special Status: Four-Year Institution

\_\_\_\_\_  
 Eileen Holden, Ed.D.  
 President

Date: 3/2/16

**FOR THE AIR FORCE:  
 Detachment 158 Commander**

James L. Cardoso, Colonel, USAF  
 Commander

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Southeast Region Commander  
 FOR THE COMMANDER, AIR FORCE ROTC**  
 Russell G. Carriker Col, USAF  
 Commander

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**FOR HOLM CENTER:**  
**AFIT Academic Code:**  
**FICE:**  
**Date Processed:**

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**CROSSTOWN AGREEMENT**  
**BETWEEN**  
**THE UNIVERSITY OF SOUTH FLORIDA AND POLK STATE COLLEGE**  
To Extend AFROTC Instruction To Students At Institutions Not Hosting AFROTC

Board of Trustees, a public body corporate

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  - a. Include in appropriate publications announcement of the aerospace studies courses of Air Force ROTC available to its students.
  - b. Grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of Aerospace Studies at Institution A.

- c. Report if a separate educational services agreement exists between the Department of the Air Force and Institution B, the estimated and actual costs of tuition and fees for each fiscal year to the AFROTC detachment at Institution A. This report will be the basis for funding obligations for each fiscal year.
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- 5. The governing authorities of Institution B affirm that:
  - a. It is accredited (as a baccalaureate degree granting institution, or a 2 year degree granting institution) by the following regional association: Southern Association of Colleges and Schools Commission on Colleges
  - b. For good and valid mutual consideration, and as a condition precedent to acceptance and continuation of this agreement, the institution warrants and represents that it does not and will not, discriminate in any way with respect to the admission or subsequent treatment of students on the basis of race, color, sex, or national origin. It is further mutually agreed that a violation of the covenant, as determined by the Secretary of the Air Force or a designee, may be regarded as a breach of this agreement, justifying termination thereof, at no cost to the government, by the Secretary or designee.
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**FOR THE INSTITUTIONS:**

**UNIVERSITY OF SOUTH FLORIDA**  
 University of South Florida Board of Trustees,  
 Public Body Corporate of the State of Florida

By:   
 Ralph C. Wilcox, Ph.D.  
 Provost and Executive Vice President

Date: 3/23/16


Approved as to Form and Legality

3-22-16

\_\_\_\_\_  
 Bryan Ruff, Attorney, USF

**POLK STATE COLLEGE**

Address: 999 Ave H NE, Winter Haven FL  
 Term Type: Semester  
 Special Status: Four-Year Institution

  
 Eileen Holden, Ed.D.  
 President

Date: 3/2/16

**FOR THE AIR FORCE:  
 Detachment 158 Commander**

James L. Cardoso, Colonel, USAF  
 Commander

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Southeast Region Commander  
 FOR THE COMMANDER, AIR FORCE ROTC**  
 Russell G. Carriker Col, USAF  
 Commander

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**FOR HOLM CENTER:**  
**AFIT Academic Code:**  
**FICE:**  
**Date Processed:**

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