



Administrative Services Committee Commission Chamber- 4/9/2012- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss Transit Management Agreement between Augusta, Georgia and Mobility Transit Services, LLC dated June 7, 2011 as it relates to the following Human Resource concerns: (1) Employee Staffing, (2) Compensation, (3) Overtime Policy, (4) Employee Hires/Dismissals, (5) Promotion/Demotion, (6) Vacant Positions, (7) Disciplinary Action, (8) and other related Human Resource activities. Provide copies of Organizational Chart and Employee Handbook. (Requested by Commissioner Lockett) ☐ [Attachments](#)

2. Approve the repayment of \$344,233.50 from the General Fund to the Augusta Housing and Community Development's HOME Account by April 20, 2012 due to the determination by the U. S. Department of Housing and Urban Development that funding in the amount of \$52,105.00 provided to 30901 Development Corporation in 2007 to put fencing around its development on Augusta Avenue was ineligible and that funding in the amount of \$292,128.50 provided to East Augusta CDC (to purchase lots in Marion Homes) in 2006 was unable to yield completed housing projects within the allotted time frame. ☐ [Attachments](#)

3. Consider approval of a Memorandum of Understanding with the University of Phoenix regarding a partnership recommendation for solutions to assist the city in meeting workforce education goals. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
4/9/2012 1:05 PM
Mobility Transit Services Management Agreement**

Department: Clerk of Commission

Caption: Discuss Transit Management Agreement between Augusta, Georgia and Mobility Transit Services, LLC dated June 7, 2011 as it relates to the following Human Resource concerns:
(1) Employee Staffing, (2) Compensation, (3) Overtime Policy, (4) Employee Hires/Dismissals, (5) Promotion/Demotion, (6) Vacant Positions, (7) Disciplinary Action, (8) and other related Human Resource activities. Provide copies of Organizational Chart and Employee Handbook. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting

4/9/2012 1:05 PM

Request for Payment to HUD (re: 30901 DC and East Augusta CDC)

Department: Housing and Community Development Department (AHCDD)

Caption: Approve the repayment of \$344,233.50 from the General Fund to the Augusta Housing and Community Development's HOME Account by April 20, 2012 due to the determination by the U. S. Department of Housing and Urban Development that funding in the amount of \$52,105.00 provided to 30901 Development Corporation in 2007 to put fencing around its development on Augusta Avenue was ineligible and that funding in the amount of \$292,128.50 provided to East Augusta CDC (to purchase lots in Marion Homes) in 2006 was unable to yield completed housing projects within the allotted time frame.

Background: The U. S. Department of Housing and Urban Development (HUD) has determined that funding provided to 30901 DC in 2007 to put fencing around its' development on Augusta Avenue was ineligible. It was deemed ineligible [on a technicality] because the project in the IDIS system was "closed" and showing as complete. When the fencing was installed, it was setup under a new Integrated Disbursement and Information System (IDIS) number. Fencing alone is not an activity. However, fencing is eligible, but must be incorporated into the development of the housing. Consequently, because the fencing was not a part of the development [because the housing component was closed], it is ineligible as a standalone project.

Further, the U. S. Department of Housing and Urban Development (HUD) has determined that funding (\$292,128.50) provided to East Augusta CDC (to purchase lots in Marion Homes) was unable to yield completed housing projects within the allotted timeframe. HUD requires that project completion information be entered into the Integrated Disbursement and Information System (IDIS) within 120 days of the final project drawdown. However, to date, there has been a challenge to further development, in Marion Homes, due to issues of impediment (water & sewer drainage and infrastructure needed), thus not enabling AHCDD to enter the requested information of completion into the IDIS system and prompting the maximum project timeframe (5 years) to construct/development to elapse and prompting repayment.

Cover Memo

Item # 2

Analysis: \$344,233.50 via non-federal funding must be repaid to the Augusta Housing and Community Development Department's HOME account by no later than April 20, 2012.

Financial Impact:

Alternatives: No alternatives exist but AHCDD has discussed the option of repayment from non-federal sources with both non-profits to no success.

Recommendation: Augusta Commission move to approve the repayment of \$344,233.50 from the general fund to the Augusta Housing and Community Development Department's HOME account by April 20, 2012.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
4/9/2012 1:05 PM
University of Phoenix**

Department: Clerk of Commission

Caption: Consider approval of a Memorandum of Understanding with the University of Phoenix regarding a partnership recommendation for solutions to assist the city in meeting workforce education goals.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Alliance Memorandum of Understanding

This Alliance Memorandum of Understanding ("MOU") is between University of Phoenix, Inc. ("University") with its principal place of business at 4025 South Riverpoint Parkway, Phoenix, Arizona 85040 and Augusta, GA and its affiliates, ("Client") with its principal place of business located at 530 Greene Street, Augusta, Georgia 30901.

Benefits Offered by University:

1. The University will provide a four percent (4%) tuition reduction to the Client's employees who meet the University's admission standards. This applies to any University program, including certificate programs, and single courses, including professional development courses. After the effective date of this MOU and after the date the student identifies as an employee of Client, reduced tuition will apply to the then current rates at the time the student enrolls in a course. All students are subject to the University's student policies.
2. The University will provide a link to a University website to assist employees with enrollment.
3. The University will provide information to be used, subject to Client's policies and discretion, to support the Client's internal promotion of continuing education.

Client Contributions:

1. Subject to the Client's policies and discretion, the Client will work with the University to communicate the benefits of this MOU and the many educational opportunities available at the University.

General Terms and Conditions:

1. This MOU becomes effective on the date both parties have signed the MOU. Either party may terminate this MOU upon thirty (30) days prior written notice. If the University believes that the MOU might violate any law or regulation, adversely affect its accreditation, or any license or exemption issued by a Federal or State educational board or commission, the University may terminate the MOU immediately upon written notice to the Client.
2. The University may use Client's name verbally for reference purposes only. Subject to prior written approval, the Client grants the University the right to use the Client's name and logo in writing for purposes of this MOU only.
3. Each party acknowledges that the relationship with the other is that of an independent contractor.
4. Each party agrees to abide by all applicable Federal and State Laws. This MOU shall be governed by and construed in accordance with the Laws of the State of Georgia. Jurisdiction for any claim, dispute, or lawsuit shall be Richmond County, Georgia.
5. This MOU does not create any rights, title, or interest for any entity other than the University and the Client.
6. The Client agrees that it will not disclose the terms of this MOU to any unrelated third party without the University's prior written consent.

AUGUSTA, GA

UNIVERSITY OF PHOENIX, INC.

Signature _____

Signature _____

Printed Name _____

William Pepicello, Ph.D.

Printed Name _____

Title _____

President

Title _____

Date _____

Date _____

Item # 3



University of Phoenix®
Workforce Solutions

City of Augusta Partnership Recommendation



Item # 3

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Executive Summary

Presented to Mayor Deke Copenhaver, Mayor of Augusta, GA

Presented by: Angela Powell, Workforce Solutions Advisor

On behalf of University of Phoenix, thank you for the time that you have taken to discuss your organization's goals and objectives. University of Phoenix is pleased to present a recommendation outlining solutions that we're confident can assist you in meeting your workforce education goals. Throughout this recommendation, you will find an outline of our discussed immediate and long-term initiatives. Our initiatives for the first 90 days include:

- Partnership Launch
- Employee Communications
- On-Site Events

Following completion of the first stage of our relationship, we can refocus our efforts on future opportunities. These include:

- Reporting

On the final pages of this document, you will find an appendix that provides examples for your reference.

To display our commitment to this partnership, University of Phoenix is pleased to extend a four percent (4%) tuition reduction to the employees of City of Augusta.

We are excited to launch our partnership and look forward to serving City of Augusta and your employees.

Partnership Recommendations

Immediate Partnership Initiatives

Partnership Launch

The "partnership launch" is the date by which University of Phoenix is able to track any new and existing students of City of Augusta, apply partnership benefits and begin to record student information for reporting purposes, provided that students identify themselves as employees. Upon receipt of the signed agreement, no additional action from you is required and we will typically prepare for launch within 3-8 business days.

Employee Communications

In an effort to communicate the benefits of our relationship to your employees, University of Phoenix is able to create a portfolio of collateral pieces with minimal effort on your part. By providing your logo in a high resolution format, we are able to execute customized, co-branded communication pieces including:

- An informational landing page including your logo and a custom URL (**phoenix.edu/augustaga**)
- A "splash" page or custom verbiage that can be housed on your company intranet announcing the relationship and linking to the landing page
- An HTML or basic text email template for deployment to the audience of your choice
- A "Frequently Asked Questions (FAQ)" document for use in an electronic or print format

Please see Appendix I for examples of our co-branded collateral.

On-Site Events

In an effort to further communicate the benefits of our relationship to your employees, at your request, University of Phoenix local representatives will attend your selected employee benefits fairs, host information tables and presentations, and attend lunch and learns or City of Augusta staff meetings.

Future Opportunities

Reporting

We understand that it's important to evaluate the success of our relationship and the educational growth of your employees. As such, we have the ability to provide comprehensive reporting on the enrollment trends of your employees/students. On a quarterly basis, we can provide active student count and month-over-month enrollment trends as well as a breakdown of student count by modality (online vs. local campus), program level, degree program, University of Phoenix College, and University of Phoenix region.

Please see Appendix II for an example of the reporting we can offer.

Initial 30-Day Timeline

Week 1, Days 1-7

- City of Augusta presents signed agreement to UOPX
- City of Augusta delivers a high-resolution logo to UOPX for employee communications collateral
- UOPX prepares internal systems to enroll new students from City of Augusta and apply all partnership benefits
- UOPX deploys internal communications to UOPX Student Service Representatives regarding specific City of Augusta benefits
- UOPX begins tracking enrollments for future reporting purposes

Week 2, Days 8-15

- City of Augusta and UOPX review landing page: **phoenix.edu/augustaga** and additional employee communications mock-ups
- UOPX makes City of Augusta requested changes to collateral mock-ups, if needed

Week 3, Days 16-23

- UOPX finalizes employee communication mock-ups and delivers to City of Augusta for final approval
- City of Augusta implements UOPX intranet splash page or verbiage on company intranet
- City of Augusta promotes UOPX landing page on company intranet
- City of Augusta deploys additional applicable communication materials (ex. email announcement)

Week 4, Days 24-31

- City of Augusta meets with Angela Powell to review relationship milestones to date
- City of Augusta and Angela Powell schedule 30-day check-in meetings to discuss ongoing partnership efforts and goals
- UOPX identifies additional solutions to meet City of Augusta workforce development needs

Email Announcement: an email announcing the relationship between City of Augusta and University of Phoenix, sent to the organization for distribution to employees

FAQ Document: this document describes features of the University of Phoenix partnership for City of Augusta employees, and can be printed or distributed electronically

Elevate Your Education



Elevate Your Education

Take a step toward a new way to learn one that fits into your life and career. You're ready to embrace a challenging and rewarding journey of self-discovery. You'll be glad to know the University of Phoenix and the City of Augusta partnership are right behind you.

Prior Learning Assessment
Because learning often occurs outside the classroom, you may be eligible to turn prior professional development training into college credit toward an associate's or bachelor's degree with Prior Learning Assessment.*

Education that fits your life
At University of Phoenix, you have the opportunity to both work and earn your degree. When you enroll at the University, you can attend class online or at one of more than 200 campus locations nationwide and you can choose from a variety of degree programs.**

*Certain eligible prior cumulative degree program credits awarded through Prior Learning Assessment. For details, please see the University of Phoenix website.

**While not all programs may be offered in both the online and on-campus formats. Please check with a University Enrollment Advisor.

Visit phoenix.edu/calliancecompany, an exclusive resource center where you can learn more about the benefits University of Phoenix has to offer.

University of Phoenix is accredited by the Higher Learning Commission and is a member of the North Central Association (ncaho.org). The University's central administration is located at 4016 E. Elwood St., Phoenix, AZ 85040. Online Campus: 3157 E. Elwood St., Phoenix, AZ 85034. For information about University of Phoenix accreditation and resources, please visit phoenix.edu/aaacupaccreditation.html

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COMPANY NAME and University of Phoenix FAQ

Can I receive college credit for my COMPANY NAME training?
Many training courses offered by COMPANY NAME have been evaluated by University of Phoenix and may qualify for college credit toward an associate's or bachelor's degree. Through a Prior Learning Assessment (PLA), students may be eligible to receive up to 15 credits toward an associate's degree and up to 30 credits toward a bachelor's degree. The PLA process does not apply to associate's or bachelor's degree candidates, and awarded credits are limited to the time or general education requirements. Please visit phoenix.edu/COMPANYNAME to access the PLA assessment information. Under no circumstance can credits be applied for college credit. Learn more about PLA by calling 800.224.6690.

Does University of Phoenix accept transfer credits?
Yes, University of Phoenix accepts transfer credits from regionally and select nationally accredited institutions of higher learning. However, certain transfer credits may not be applicable to your degree program.

In addition to online courses, does University of Phoenix also offer campus-based courses?
Yes, we offer a wide variety of online and campus-based programs through various availability and format, vary by location. Please check with a University Enrollment Advisor. Students can visit phoenix.edu/COMPANYNAME to browse our degree programs and search online or local campus programs.

Is University of Phoenix accredited?
Yes, University of Phoenix is accredited by the Higher Learning Commission and is a member of the North Central Association (ncaho.org). For information about University of Phoenix accreditation and resources, please visit phoenix.edu/aaacupaccreditation.html

How long will it take to complete a degree?
Students can complete their undergraduate degree in approximately five years or less, depending on the number of previously earned and applicable credits. Students can generally earn their graduate degree within 18-24 months. Your Enrollment Advisor will be able to offer a more accurate evaluation of the time required to complete a degree.

How often are courses offered? When do classes start?
University of Phoenix offers continuing enrollment, meaning that students can enroll year-round and that many courses start every week. Contact University of Phoenix for specific course availability and enrollment.

What kind of education and experience do faculty members have?
Our faculty members have master's or doctoral degrees and have substantial experience in the fields they teach.

How do I find my educational path?
University of Phoenix offers numerous finance options to help you pay for your education. These options include federal and state financial aid, grants, loans, employer assistance, employee tuition reimbursement, interest-free and annual scholarship sources and access to other resources.

Where can students get answers to other detailed questions?
Students who would like additional information should visit phoenix.edu/COMPANYNAME or call 800.224.6690.



University of Phoenix

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Appendix II: Reporting

University of Phoenix Student Summary

12/8/2011

XYZ Company

Total Student Count

1,788

Total students that have posted attendance in class within the last 365 days.

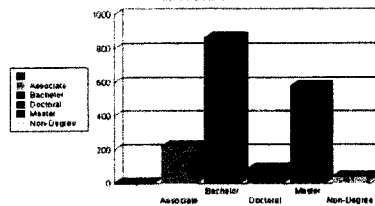
Student count is based on recognized student employer during time of enrollment.

Learning Modality

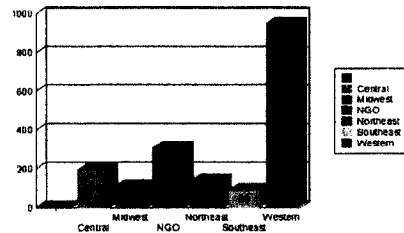
Ground	366
Online	1,422

Student Count by Program Level

For 11/27/2011



Student Count by Region



Top 12 Programs

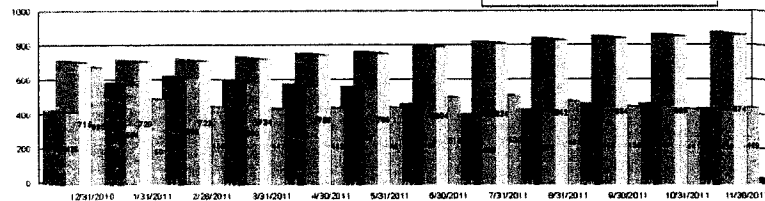
	Total
Master of Business Administration	349
Bachelor of Science in Business / Management	219
Bachelor of Science in Management	158
Associate of Arts in Foundations of Business	112
Master of Information Systems	95
Bachelor of Science in Business / Administration	75
Bachelor of Science in Information Technology	68
Bachelor of Science in Business / Integrated Supply Chain an	46
Master of Management	46
Doctor of Management in Organizational Leadership	43
Bachelor of Science in Information Technology / Software Eng	32
Associate of Arts in Business	29
Others	516

College

	Total
John Sperling School of Business	1,252
College of Information Systems &	301
School of Advanced Studies	84
College Extension	41
College of Humanities	38
College of Social Sciences	33
College of Criminal Justice & Security	23
College of Education	7
College of Natural Sciences	6
College of Nursing	2

1

Total Student Status Per Month



New and Active: Represent the number of students that have posted attendance in class within the current month*

Graduates: Represent students with no attendance within the month and a prior completion date*

Inactive Students: Represent students that have not posted attendance in class within the current month*