

College Liaison Partnership Agreement Northeast Texas Community College and Ore City High School

This partnership agreement between Northeast Texas Community College (NTCC) and Ore City High Schools (OCHS) establishes the relationships and responsibilities of both parties in implementing a college liaison position for the district's dual credit and graduating students.

Purpose - Whereas it is the intent of all parties to bring an NTCC college liaison onto the high school campus setting to facilitate the academic and personal success of students who may need higher education support; both parties will work together to maintain the college liaison model as described in this agreement.

Primary goal – NTCC and OCHS will work together to promote a seamless transition process for all high school students into college and career pathways and beyond.

Therefore, in consideration of the mutual promises contained herein, the parties to this partnership agreement agree to the following:

A. All parties mutually agree as follows:

1. The term of this Partnership Agreement shall go into effect on August 13, 2025 and will end on May 21, 2026. If either partner becomes unable or fails to satisfactorily provide the services required of it under the agreement, either partner may terminate this agreement with a thirty (30) day written notice.
2. Confidentiality of student records and discussions will be of the utmost importance. FERPA rules will be followed.
3. Background checks will be performed on each of the college liaisons who are hired by NTCC and stationed at public school campuses.
4. The NTCC college liaison, high school counselors, and the OCHS principal shall proceed in collaboration to ensure the successful operation of the program. Communication among these entities will be ongoing, including regularly scheduled meetings to discuss student progress.

B. NTCC agrees to the following:

1. The NTCC dual credit department will provide a college liaison to be housed at the high school campus for parts of each school week. The college liaison will have their own laptop, cell phone, and minimal office supplies. He/She will be compensated by NTCC.
2. The college liaison will build and maintain a collaborative relationship with the high school and college staff and faculty to help students with the application and registration process and the mapping of degree, transfer, and career pathways.

3. The college liaison will monitor and support student progress in college classes and work with students, parents/guardians, and instructors to develop plans for successful completion of courses and programs, i.e., track attendance, monitor academic progress, and set early warnings/alerts.
4. The college liaison will maintain timely, accurate, and comprehensive electronic notes and data on student progress. Activities will follow FERPA rules.

C. Ore City High School responsibilities:

1. Ore City High School agrees to provide office space for the college liaison appropriate for the provision of services to individual students and small groups of students, which allows for confidentiality. The high school will provide in-house phone service (if applicable), limited access to student academic records as needed for college admission and advising, access to the internet, and access to copy machines.
2. Ore City High School agrees that the college liaison will be included as a part of the college's academic advising services in the provision of services to students.
3. In accordance with established policies of Ore City High School and the Texas Education Agency, the college liaison will have access to relevant student data that impacts or demonstrates the effectiveness of providing services. Grades, testing scores, free/reduced lunch information, FAST eligibility, attendance data, and other relevant data are needed periodically for application, registration, drops, and degree audits.
4. There should be no "duties as assigned" for the College Liaison. He/She should be available to all students with the exception of lunch and breaks.

The validity of this agreement and of any of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas. This certifies that this agreement will be conducted in accordance with all applicable federal, state, and local laws and requirements.



Rachel Evers (Sep 8, 2025 13:10:46 CDT)

Ms. Rachel Evers
Superintendent, Ore City Independent School District

Date: Sep 8, 2025



Kevin Rose (Sep 8, 2025 14:05:05 CDT)

Dr. Kevin Rose
President, Northeast Texas Community College

Date: Sep 8, 2025