Bay Area Shared Regional ICT Lab
Memorandum of Understanding

This Memorandum of Understanding (MOU), outlines partnership agreements related to the implementation of a "Shared Regional ICT Lab" project, which will create, staff and provide a regional shared ICT lab facility used, initially, by 25 of the 28 Bay Region community colleges. This project is funded with a State of California 40% CTE Enhancement Fund grant awarded by the Bay Area Community College Consortium (BACCC) with and in-kind contributions from several of the Participating Colleges. This MOU sets forth the terms and conditions between Cabrillo College, the physical and fiscal host institution, and Participating Colleges, as named in this MOU.

Background

The Bay Area Shared Regional ICT Lab will initially use NETLAB+, a network appliance developed by Network Development Group (NDG), in combination with other networking, server and software solutions. NETLAB+ is a hardware and software system that allows students remote access to hands-on labs to develop essential skills needed by employers of the Information and Communication Technologies (ICT) workforce.

This combined solution enables participating faculty and students to remotely access centrally located ICT lab facilities from any Internet accessible location, 24/7.

The NETLAB+ system already provides over 450 proven ICT labs that enable participating colleges to offer courses, incumbent worker training and preparation for industry and vendor-neutral certifications in ICT related areas ranging from introductory computer classes to cutting edge courses focused on cybersecurity, virtualization, big data, operating system administration, network configuration and design.

Purpose

The purpose of this MOU is to spell out the parameters for shared use of the NETLAB+ system. Signatories to the MOU commit to participating during the "pilot period" of the project (the date of this agreement through June 30, 2016).

Services that Participating Colleges will receive:

- Access to the inventory of remote lab activities to support at least one course delivered at their college during the 2015/16 school year.
- Professional development (training on how to use NETLAB+, practice with self-selected lab activities, exposure to best practices for pedagogy and implementation, etc.)
- Access equal to what they are currently providing with that equipment for partnering colleges which have made in-kind equipment loans to the project.

Roles & Responsibilities

Cabrillo College Responsibilities:

As project physical and fiscal host, Cabrillo College will:

1. Provide fiscal and project management for the project
2. Provide data center space for the project as an in-kind contribution
3. Modify the data center space to meet Lab space, cooling and electrical needs
4. Provide physical security for the Lab
5. Acquire and manage dedicated, reliable, high-speed Internet access for the Lab
6. Acquire dedicated equipment for the Lab
7. Manage and maintain the Lab to keep it current with software updates
8. Upgrade software and support for donated or loaned equipment with grant funds
9. Manage the installation and provisioning of Lab equipment and software
10. Hire and manage staff and student interns to provide quality technical support
11. Document and communicate technical support procedures
12. Test and perform quality assurance on the Lab
13. Hire a part-time Project Outreach Coordinator to engage participating college faculty, coordinate professional development, assist with project evaluation, seek funding to sustain Lab, and manage new lab development efforts
14. Administer project funding for faculty professional development and new lab exercise development
15. Make good faith efforts to keep the system up and available at all times and communicate proactively and in advance with participating colleges about any required maintenance windows
16. Make a good faith effort to have the Lab available for use by fall semester 2015

Participating College Responsibilities
- Contribute $3,356 to the project by redirecting this amount from their 40% allocation share of $46,429, to Cabrillo
- Deliver at least one course at their college during the 2015/16 school year utilizing the Lab
- Provide college/department Microsoft Dreamspark subscription to fulfill licensing requirements for NETLAB activities that incorporate Microsoft operating systems. Colleges can use CTE Enhancement Funds to purchase this
- If possible, join at no cost the national Convergence College Network (CCN), providing ICT educators resources (that include NETLAB labs for CompTIA A+, Network+, and Linux+ and Cybersecurity courses in Ethical Hacking and Digital Forensics).
- Ensure faculty participate in professional development to learn to use the Lab
- Make adjustments to course lab times as needed to accommodate the flexible lab times offered by the Lab's 24x7 availability
- Participate in the community of practice that will collaborate to make this work well for all by actively participating in conference calls, meetings and other activities convened by the Project Team and to develop a sustainability model during the grant funding period, with the idea that it can be supported, in subsequent years, through regional grant applications, college contributions made possible in part by colleges' cost savings, or other strategies developed by the group
- Provide at least 30 days' notice to Cabrillo College if the participating college intends to withdraw
- Colleges that have made in-kind equipment loans to the project, agree to allow all colleges associated with the project, to share the use of the equipment

Deputy Sector Navigator Responsibilities
- Provide $25,000 each in grant funding to support professional development, faculty engagement, and other services as needed by the project and allowed by the funding source
- Assist in the effort to identify and secure ongoing funding to sustain operation of the Shared Regional ICT Lab
- Assist the Project Team in engaging colleges and faculty to actively participate in the project and make use of the Lab
- Assist with consolidation of existing email lists, and update and maintain those lists to ensure effective communication with the region
- Support organizing face to face meetings, including providing support for meeting logistics

BACCC Responsibilities
- Convene the NetLab Planning Team monthly to ensure regular communication around project implementation
- Communicate with the region (CEOs/CIOs/CTE Deans/regional stakeholders…) as to project status
- Agendize NetLab on monthly BACCC calls, based on interest from the region in keeping abreast of project implementation
- Work with the CTE Leadership Group to clarify the purview/purpose of an administrative level support group and convene this group with the Planning Team to provide guidance and support on topics such as curriculum/course scheduling, avoiding oversaturation of the labor market, technical/professional development and sustainability
- Provide use of the baccc.net domain
- Post past meeting notes / recordings at baccc.net such that the region can access them easily

Disclaimer
Participating Colleges, by signing this MOU acknowledge and accept the following:
- NetLab 100% uptime cannot be guaranteed
- There is currently no backup internet connection in place
- There is currently no power backup in place
- Backup strategies were not budgeted into this grant, thus will have to be addressed outside of the grant, if at all. However, in the past, internet connection problems have been very rare at Cabrillo

Participating College's In-Kind Equipment
Unless otherwise agreed to outside of this MOU, it is understood and agreed that Participating Colleges retain legal ownership of any equipment loaned to the project during the pilot period. Should a Participating College decide to withdraw from the project, it is their right to take back any loaned equipment.

Duration
This MOU shall become effective upon signature by the authorized officials from the signing partners and will remain in effect through June 30, 2016. A participating college may withdraw at any time by providing thirty days written notice to the Cabrillo College Authorizing Administrator and Project Director.

Signature Page

This MOU is signed and executed by an authorized representative of each institution / partnering college. Each partnering college is also designating and providing contact information for its primary contact(s) to actively participate in the Bay Area Shared ICT Lab community of practice.

Cabrillo College

	Authorizing Administrator	**Project Director**
Printed Name	Michael Robins	Gerlinde Brady
Signature		
Title	Director of Purchasing, Contracts, Risk Management & Auxiliary Services	Project Director, Shared Regional ICT Lab
Email	mirobins@cabrillo.edu	gebrady@cabrillo.edu
Phone	831-477-3521	831-477-5672
Date		

Institution / Participating College Name - _____

	Authorizing Administrator	**Designated Primary Contact**
Printed Name		
Signature		
Title		
Email		
Phone		
Date		