



MEMORANDUM OF UNDERSTANDING
BETWEEN THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT (SCJCD) AND
CHABOT COLLEGE

This Memorandum of Understanding (MOU) is entered into on the 17th day of April, 2018 by and between Sonoma County Junior College District (SCJC DISTRICT) and Chabot-Las Positas Community College District (CLPCCD), Chabot College (CONTRACTOR).

AGREEMENT

The purpose of this agreement is to provide program improvement funds for selected Bay Area Region colleges as specified in the California Community Colleges Chancellor's Office (CCCCO) Proposition 39 Clean Energy Workforce Program (Grant #17-177-007). Santa Rosa Junior College was selected to be the fiscal agent for the North and East Bay sub-region of the Bay Region for allocation and distribution of program improvement funding to participating energy related instructional programs at the Bay Region colleges. The responsibilities of each organization are described below.

A. SERVICES AND PAYMENT TERMS

Grant Funding Timeline: Work must be completed by **January 31, 2019**

Work Plan Grant Total: \$ \$68,701

This agreement shall also apply to any funds made available by DISTRICT to CONTRACTOR in addition to the Workplan Grant Total.

CONTRACTOR Federal Tax Identification Number: 94-1670563

CONTRACTOR shall perform the work outlined in Mini Grant **Work Plan #17-177-007-001** (Attachment 1).

CONTRACTOR shall submit invoices with all receipts and/or payroll records necessary to support the expenditure(s) for reimbursement not more frequently than monthly and not less frequently than quarterly. Invoices shall display expenses for reimbursement by budget category, identify the total project cost(s), the reimbursable cost(s), and CONTRACTOR'S share pursuant to the budget.

DISTRICT shall reimburse CONTRACTOR for authorized expenditures pursuant to the terms of this agreement.

B. RESPONSIBILITIES OF CONTRACTOR

All invoices must be received by DISTRICT no later than 30 days after the end of the reporting period for said invoices and should include RFA #17-177-007, Work Plan Number 001, and period for which reimbursement is being requested. An authorized representative of CONTRACTOR shall sign and certify on each invoice that the work being invoiced has been completed.

CONTRACTOR agrees to perform the services outlined in the Work Plan and to submit quarterly and final reports summarizing progress in compliance with established deadlines and reporting requirements. Quarterly reports are due AS FOLLOWS:

- 1st Report: Due July 5th (report activity through 6/30/18 for fiscal year close-out)*
- 2nd Report: Due October 5th (report activity through 9/30/18)
- 3rd Report: Due January 14th 2019 (report activities through 12/31/18)
- 4th report: Due February 28, 2019 (final invoices along with Completion Report)

** Please notify DISTRICT by 7/30/18 if there are any FY18 expenditures that are not reflected in the July 5, 2018 report.*

CONTRACTOR furthermore agrees to designate representatives (preferably Project Lead and/or Responsible Persons) to attend TWO regional meetings organized by DISTRICT. The purpose of the meetings will be to:

1. Report on progress of Prop 39 projects among participating regional colleges
2. Build and sustain networks to align and regionalize energy efficiency curriculum
3. Strengthen Communities of Practice among clean energy workforce educators
4. Attend a relevant Professional Development activity

C. RESPONSIBILITIES OF SRJC

1. Santa Rosa Junior College agrees to pay all invoices within 30 days of receipt, providing that all documentation is accurate and complete.
2. Organize and coordinate at least TWO regional meetings at a centrally-located venue
3. Schedule guest speakers/presenters for Professional Development
4. Ensure that meetings accommodate the academic schedule to the extent possible. The first regional meeting will be held in August or September and another in November or December, preferably on a Friday to enable faculty participation.

D. CONTACT INFORMATION

Contact: Kevin Byrne
Title: Proposition 39 Grant Project Director
College: Santa Rosa Junior College
Address: 1501 Mendocino Ave, Santa Rosa, CA 95401
Phone: 707-521-7940
Email: kbyrne@santarosa.edu

Contractor: Chabot- Las Positas Community College District, Chabot College
Contact: Kristin Lima
Title: Dean, Applied Technology and Business
Address: 25555 Hesperian Boulevard, Hayward, Ca 94545
Phone: 510-723-6652
Email: klima@chabotcollege.edu

E. EFFECTIVE DATES

- 1. This contract shall be effective beginning 04/10/2018 and ending 2/28/2019. Any amendments or adjustments reasonably necessary shall be by mutual agreement.

F. INDEMNIFICATION

- 1. Sonoma County Junior College District agrees to hold Facility, its Board, the individual members thereof, and all officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may be caused by the sole negligence of College, its officers, agents and employees occurring in the performance of this Agreement.
- 2. Contractor agrees to hold Sonoma County Junior College District, its Board of Trustees, the individual members thereof, and all of its officers, agents and employees free and harmless from any loss, damages, liability, cost or expense that may be caused by the sole negligence of Facility, its officers, agents and employees occurring in the performance of this Agreement.

G. CERTIFICATE OF INSURANCE

Contractor agrees to provide SRJC with a Certificate of Insurance with regard to the activities carried out under the terms of this agreement.

<https://purchasing.santarosa.edu/insurance-requirements-vendors>

SRJC agrees to provide Vendor with a Certificate of Insurance and an endorsement naming Vendor, its officers, employees and agents as an additional insured with regard to the SRJC’s activities carried out under the terms of this agreement.

H. SIGNATURES

- 1. To become effective, this agreement *must be signed and returned to SRJC.*

ADMINISTRATOR:

Santa Rosa Junior College:

Lorenzo Legaspi, Vice Chancellor
Business Services
Chabot Las Positas Commnity College District

Douglas Roberts, Sr. Vice President
Finance & Administrative Services

Date

Date

Prop 39 Mini Grant/Work Plan Application

Application Date: 3/21/18 **College:** Chabot College_____

Project Title: __ Noncredit Energy Efficiency Contextual Mathematics Course Modules _

Project Lead (primary contact, responsible for outcomes): __ Wayne Phillips_____

Email: __ wphillips@chabotcollege.edu_____ **Phone:** __ 510-723-7476_____

Address: __ 25555 Hesperian Blvd., Hayward, CA 94545_____

Required Signatures:

Project Lead:

Type Name: Wayne Phillips

E-mail: wphillips@chabotcollege.edu

Date: 3/23/18

Signature

Department Dean:

Type Name: Kristin Lima

E-mail: klima@chabotcollege.edu

Date: 3/23/18

Signature

Chief Budget Officer:

Type Name

E-mail:

Date:

Signature

Proposed Timeline:

Start Date:	4/9/18
End Date: (no later than 12/14/2018)	11/30/18
Completion Report Date (no later than 1/14/19)	1/14/19
Internal Procurement Date (estimated):	
Fiscal Agent Invoicing Date (no later than 1/31/19)	1/31/19

(To be filled out by fiscal agent):

Approved by (print): _____ **Title:** _____



**If you have questions please contact:
Kevin Byrne, Prop 39 Director
North and East Bay Region
(707) 521-7940 or kbyrne@santarosa.edu**

Signature: _____ Date: _____

Objective/Need

Give a detailed description of proposed activities. Explain existing need for this project. Include a timeline for completion of activities. Expand space below as needed to fully describe activities/need/timeline.

Objective:

Create online learning modules and hands-on lab activity modules on energy efficiency topics, focused on the mathematic skills needed by students in Electronic Systems Technology and Industrial Technology programs. These learning modules and lab activities are intended to be used for noncredit course(s) to provide supplemental and/or remedial instruction. This will improve student success, retention, and depth of knowledge of energy efficiency topics.

The online modules will include instruction, student self-assessment activities, and evaluation using multi-media formats that improve student interest and engagement. The hands-on lab activities will include custom hardware assemblies, designed to minimize setup and teardown effort, which will permit students to work with minimal assistance. This allows students to work on activities of their own choice, independent the activities of other students.

Need:

Chabot Electronic Systems Technology and Industrial Technology students have one option for a technical math course: INDT 74, Measurements and Calculations. This course presents the math concepts in the context of the CTE programs. The students are predominately from the Automotive, Welding, and Machine Tool Technology programs, but there are also a lesser number of students from Electronic Systems Technology and other CTE programs. Contextual examples presented in the course attempt to draw from a breadth of areas, but lean towards automotive and machining areas, to align with most the students' interests. An alternative to Measurements and Calculations is needed for Electronic Systems Technology and Industrial Technology students to provide instruction targeted to the skills in these areas, especially in trigonometry and digital logic.

**Prop 39 Clean Energy Workforce Program
North Bay & East Bay Region Colleges
Fiscal Agent: Santa Rosa Junior College**



Expected Activities Timeline:

Activity	Start Date	End Date	Responsible Person
Develop knowledge and skills inventory for online and hands-on modules	4/9/18	5/4/18	Wayne Phillips
Write outlines for hands-on lab activities and online learning modules	5/7/18	7/27/18	Wayne Phillips
Prototype, design, and assemble custom NI-ELVIS demonstration circuit boards and PLC trainer systems	7/2/18	9/28/18	Wayne Phillips
Produce online learning module media	7/30/18	11/30/18	Wayne Phillips
Prepare course proposal and outline for noncredit course	7/30/18	9/3/18	Wayne Phillips
Debug lab activities	10/1/18	11/30/18	Wayne Phillips



If you have questions please contact:
Kevin Byrne, Prop 39 Director
North and East Bay Region
(707) 521-7940 or kbyrne@santarosa.edu

Rationale/Outcomes/Dissemination

*Explain how this project furthers specific **Prop 39 Objectives (See page 11).***

Describe expected outcomes/impacts. Explain how results of this project will be shared/disseminated within your college/region. Expand space below as needed.

Rationale:

Students training for occupations related to zero net energy buildings and reduction of carbon emissions, e.g, Electronic Systems Technology and Industrial Technology, can benefit from contextual math instruction aligned with their programs of study. Rarely has there been a sufficient cohort of these students to support a section of INDT 74, Measurements and Calculations, focused on their programs of study.

The noncredit model for instruction fits the needs of these students well. Students can select specific modules of interest and progress at their own rate, and an instructor can recommend modules to address areas of difficulty that students encounter in their program of study. The online modules allow students to work on their own schedule, which is beneficial to working adult, part-time students. Hands-on lab activities allow students to apply and solidify the learned concepts through real applications. The modular format allows students to work during open lab times on a drop-in basis

Expected Outcomes/Impacts:

The outcomes are to produce four online modules and four hands-on lab activities as described above, including the lab trainer hardware, and to submit a new noncredit course through the curriculum approval process, with a targeted start of instruction in Fall 2019. Additionally, the modules and activities will be available for faculty to use as supplemental material in their current courses.

The impact of students utilizing these resources will be increased student success, improved retention, and providing local employers with a higher-proficiency workforce.

**Prop 39 Clean Energy Workforce Program
North Bay & East Bay Region Colleges
Fiscal Agent: Santa Rosa Junior College**



Dissemination:

The online course modules and hands-on lab activities will be available for all faculty teaching in the Electronic Systems Technology or Industrial Technology programs. Also, the content for the online course modules and the student guides, assembly diagrams, and fabrication data files for the hands-on lab activities will be available for dissemination to faculty at other colleges upon request. After students have completed the course modules and hands-on activities, the results may be presented at conferences or workshops.



**If you have questions please contact:
Kevin Byrne, Prop 39 Director
North and East Bay Region
(707) 521-7940 or kbyrne@santarosa.edu**

BUDGET APPLICATION DETAIL SHEET

Project Title:

Object of Expenditures	Description	Amount
1000	Instructional Salaries Module development 200 hrs. Design, debug hardware 100 hrs. Assemble 6 sets NI-ELVIS board and PLC trainers 120 hrs. Total 420 "F" hours @ \$47.00	\$ 19,706.40
2000	Classified Salaries and or Professional Expert Salaries	
3000	Benefits (for Classified or Instructional Personnel) 15%	\$2961.00
4000	Supplies and Materials (Inst. materials, supplies <\$500, consumables) Materials for 6 sets PLC lab trainers \$12,000 Materials for 6 sets NI-ELVIS custom PC boards \$9,000 Paper, toner, other consumables \$500	\$ 21,500
5000	Other Operating Expenses (contracts, training, meetings, travel etc.) Travel and meeting expenses \$500	\$ 500
6000	Equipment >\$500 6 ea. NI-ELVIS base unit electronic trainers, shipping, tax \$24,000	\$ 24,000
Total Project Costs		\$68,701



If you have questions please contact:
 Kevin Byrne, Prop 39 Director
 North and East Bay Region
 (707) 521-7940 or kbyrne@santarosa.edu