

MEMORANDUM OF UNDERSTANDING (MOU)
Between
Southeast Regional Resource Center (SERRC)
In support of the
Alaska Construction Academy (ACA) and STEP Programs
And
University of Alaska Southeast, Juneau Campus (UAS)

A. MOU Purpose

The purpose of this MOU between **SERRC** and **UAS** is to deliver non-credit co-sponsored condensed construction courses for students sponsored through the ACA grant, as well as enrollment in the regularly scheduled credit courses delivered through the UAS School of Career Education. This MOU specifies services and reimbursements to be provided by each party.

B. Program Topics

UAS will provide for **SERRC** students noncredit, condensed courses including:

Non Credit Offerings

- Introduction to Craft Skills with NCCER CORE (National Center for Construction Education and Research)
- Safety Week Skills Training including forklift training, OSHA 10, scaffolding and fall protection and First Aid/CPR

For Credit Offerings

- Introduction to Carpentry
- Intermediate Carpentry
- DESL Engines Simplified

UAS will also enroll **SERRC** Alaska Construction Academy/STEP students into regularly scheduled credit courses at published tuition rates.

C. Instructor

The Instructor for this course will be one of three **UAS** faculty members: Pete Traxler, Justin Fantasia, and Robin Gilcrist, all from the **UAS** Construction Technology Department. It is understood and agreed that **UAS** is an independent contractor and its instructor is not an employee of **SERRC**. The instructor can be contacted through **UAS** at 907-796-6130.

D. Participant Eligibility

SERRC agrees to recruit students for training who meet course eligibility requirements set by the Alaska Construction Academies standards.

1. Students must meet the requirements presented by **ACA or STEP**.
2. There are no prerequisites for the non-credit courses; some credit courses may have pre-requisites.

E. Schedule

Classes are scheduled according to availability of instructors and the needs of ACA and STEP.

F. Location

The course will be taught at the UAS Technical Education Center located at 1415 Harbor Way, Juneau, Alaska.

G. Equipment

UAS agrees to provide all equipment required for the training. Students will be provided personal protective equipment as required.

H. Cost

Non Credit Classes

CORE classes 36 Hours \$5500 each x 2 classes = \$11,000

12 students each class x 2 classes = 24 total

Sept 10th-14th and April 30- May 3.

Safety Week 36 hours \$5500

12 students: to include forklift training, OSHA 10 (scaffolding and fall protection) and First Aid/CPR with certification cards. UAS Spring Break week.

Credit Classes

Introduction to Carpentry CT 120 50 hours Tuition based on credit cost/student enrolled. Min. 8 students. Fall UAS Finals Week. Dec. 10-14. For 3 credit offering, including 3 NCCER modules.

Intermediate Carpentry CT 223 50 hours Tuition based on credit cost/student enrolled. Min. 8 students. Jan. 7-12. For 3 credit offering.

DESL Engines Simplified 50 hours Tuition based on credit cost/student enrolled. Min 8 students. Schedule TBD. For 3 credit offering.

- Dec 10th-14th

I. Cancellation or Rescheduling

If by mutual agreement **UAS** and **SERRC** agree to cancel this course with less than two weeks' notice, a 15% rescheduling fee will be applied to cover **UAS** instructor preparation time and administrative expenses. It will be the responsibility of **SERRC** to notify and coordinate with all course participants in the event of cancellation or rescheduling of this course.

J. Payment Terms

An invoice will be prepared and sent to **SERRC** after the first class session. The billing address for this invoice is 210 Ferry Way, Juneau, Alaska, 99801. **SERRC** agrees to pay **UAS** within 30 days of the first class session. Payment will be delivered to the **UAS** Office of Administrative Services, 11120 Glacier Hwy, Juneau, AK 99801.

K. Administration

The Administrator for the delivery of this course for **UAS** will be Linda Carroll, Administrative Specialist, School of Career Education, 907-796-6121. **SERRC's** Associate Director, Julie Staley, 907-586-5718 will be the point of contact for this MOA, until an ACA Administrator is hired.

L. Evaluation

UAS agrees to provide **SERRC** with a final written report upon completion of the courses.

This report will include:

1. Attendance record of students.
2. Grade report and student evaluation form.

M. Insurance

UAS, as a self-insured educational institution, will provide liability coverage for participants in the course covered by this MOU.


N. Agreement Integration


This Agreement contains the entire Agreement conditions between the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations or agreements, either written or oral between the parties.

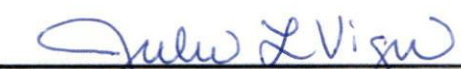
Further, all parties agree that this MOU will be fulfilled in compliance with applicable laws and regulations of the State of Alaska. Any amendments to this Agreement need to be presented in writing and signed by all parties for acceptance.

O. Signatures of Acceptance

UAS is pleased to be of service to SERRC by developing and presenting this educational program. After both parties have signed this MOU and the duplicate copy has been returned to UAS, these arrangements are considered acceptable and definite.


Sheryl Weinberg, SERRC Executive Director 11/2/18
Date


Pete Traxler, Executive Dean, UAS School of Career Education 11-9-18
Date


Julie Vigil, Director, UAS Office of Budgets, Grants and Contracts 11/9/18
Date