

Memorandum of Understanding

Between

Chabot College

and

**Southwest Bay Region Small Business Sector Initiative
at Cabrillo College**

This Memorandum of Understanding (MOU) is an agreement between the Southwest Bay Region Small Business Sector Initiative at Cabrillo College, hereinafter called "Cabrillo", and Chabot College, hereinafter called "Chabot."

Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Small Business Mini-Grant opportunity administered through Cabrillo, hereinafter called "Mini-Grant." This MOU shall be valid beginning **December 1, 2016** and shall expire on **March 31, 2017**.

Background & Proposed Project

As a grantee of the Doing What Matters for Jobs and the Economy™ framework under the Chancellor's Office Workforce and Economic Development Division, Cabrillo College is tasked with achieving specific milestones which align with a core set of student success momentum points, found at <http://go.cabrillo.edu/dsn-metrics> (pg. 5-12). As such, Cabrillo College, through its Deputy Sector Navigator grant funding, issued a region-wide request for proposals via the Bay Area Community College Consortium to fund regional activities that support student success and infuse entrepreneurial curriculum into Career Technical Education (CTE) programs to create stackable low-unit certificates with the goal of offering a wide array of entrepreneurial-focused certificates. Support is provided through the offering of "mini-grants" to Southwest Bay Area Colleges.

That said, the intention of this mini-grant is to fund projects that target identified momentum points and build infrastructure for regional collaboration. Further, this mini-grant is intended to build upon previous work conducted with Chabot while also supporting the development of small business and entrepreneurship pathways from high school to college, work-based and experiential learning opportunities for students, and professional development activities for high school and college faculty.

This MOU is administered by the Southwest Bay Region Small Business Sector Initiative at Cabrillo College and is intended to support Chabot's efforts to host professional development activities for regional faculty members connected to the Community College Entrepreneur Pathway (CCEP) training, a program developed to certify faculty to quickly articulate local courses to Entrepreneurship programs at CSUs such as CSU Fresno. All efforts supported under the auspices of this mini-grant are intended to increase student success, enrollment and completion rates.

In connection with this agreement, Chabot agrees to produce the following deliverables, as defined below and in Exhibit A:

Activity	Deliverables	Reporting	Timeline	Amount
Community College Entrepreneur Pathway (CCEP) Regional Training	<ul style="list-style-type: none"> → 1 professional development training developed → At least 20 regional high school and community college faculty attendees 	Quarterly narrative summary of progress, partnerships created, and attendees.	Dec 2016 - Mar 2017	\$20,000
			Total	\$20,000

Chabot Responsibilities

Chabot accepts the following responsibilities in connection with this MOU:

1. Chabot agrees to meet all reporting, invoicing and delivery deadlines as defined in this MOU, and the table above.
2. Chabot project manager will communicate regularly with Cabrillo Deputy Sector Navigator to report and negotiate any significant changes in work plan, outcomes, or budget.

Project Manager

Miguel Colon
 25555 Hesperian Blvd, 454N
 Hayward, CA 94545
mcolon@Chabotcollege.edu
 510-723-7595

Deputy Sector Navigator

Gabriela Sapp
 6500 Soquel Dr., 2100c
 Aptos, CA 95003
gasapp@cabrillo.edu
 831-479-6330

3. Chabot agrees to share all curricular and marketing materials created under the auspices of this grant with Cabrillo. Furthermore, it is understood that all curriculum and materials created using mini-grant funding are the property of the Chancellor's Office and are to be made freely available to any other California Community College.
4. Chabot agrees to report all FTES generated from new course offerings created under the auspices of this grant to be reported as matching funds for Deputy Sector Navigator funding.
5. Chabot will include the California Community College "Doing What MATTERS for Jobs and the Economy" logo on any printed or digital marketing materials. Logo and other grantee resources can be accessed at: <http://go.cabrillo.edu/dsn-grantee>.
6. Chabot will work with Cabrillo and BACCC to create opportunities for other colleges to make use of the work done by Chabot. It is understood that Cabrillo may ask for Chabot's assistance in providing technical assistance and consultation to other colleges

seeking to replicate Chabot's Business program.

Cabrillo Responsibilities

Cabrillo accepts the following responsibilities in connection with this MOU:

1. Cabrillo will fund the proposed projects outlined in the table above. **Funding shall not exceed \$20,00, as defined in Exhibit A.**
2. Cabrillo will reimburse Chabot for approved costs, as defined above, incurred under the auspices of this mini-grant on a quarterly basis. Reporting and invoice deadlines can be found below under "Reporting & Payments."
3. Cabrillo can provide access to local entrepreneurs and Small Business Development Center (SBDC) counselors for classroom visits and lectures. Requests must be given at least 2 weeks in advance of desired date.

Joint Responsibilities

1. All reporting provided by Chabot will be shared between both parties. It is understood that any reporting collected by Cabrillo will be shared with the California Community College Chancellor's Offices' Workforce & Economic Development Division.
2. Advertising, press releases or other messaging or publicity regarding the other's program or joint programs will be subject to mutual approval prior to release or publication. Use of logos, or trademarks including the other party's name will be subject to each owner's conditions of use.
3. Any information obtained regarding students is subject to strict privacy regulations set forth by the California Community College Chancellor's Office. Subject to these guidelines, both parties agree to safeguard any information received.

Reporting & Payments

Activities Conducted	Reporting & Invoice Due Date
December 1 - December 31, 2016	January 9, 2016 (50% billed)
January 1 - March 31, 2017	April 10, 2017 (50% billed; final report due)

1. Chabot agrees to provide quarterly invoices to SBDC director, Teresa Thomae for all activities conducted under the auspices of this MOU. Invoicing deadlines are defined in the table above.
2. In addition, Chabot agrees to provide a detailed report of class and event attendees, a narrative summary of all activities and work conducted during each quarter, and a final report by the due dates listed in the table below. Final report template can be accessed at: <http://go.cabrillo.edu/dsn-grantee>.

Please send invoices to:

Teresa Thomae
Director, Central Coast SBDC
6500 Soquel Drive, 2100C
Aptos, CA 95503

Email: tethomae@cabrillo.edu

Effective Date and Signature

This MOU is in effect until canceled in writing by either party.

Signed: _____ Date: _____
Laurel Jones, President
Cabrillo College

Signed: _____ Date: _____
Teresa Thomae, Director
Small Business Development Center at Cabrillo College

Signed: _____ Date: _____
Kristin Lima, Dean
Applied Technology & Business, Chabot College

Signed: _____ Date: _____
Dr. Stacy Thompson
Vice President, Academic Services, Chabot College

Signed: _____ Date: _____
Lorenzo Legaspi
Vice Chancellor, Business Services

Exhibit A

2016-17 Chabot College CCEP Mini-Grant Proposed budget

Activity	Projected
Regional High School + College Faculty Scholarships	\$20,000
TOTAL	\$20,000