August 14, 2012
Item: I-4

TO: Mayor & Commissioners

FROM: Cindy Price, City Clerk

SUBJECT: Memorandum of Agreement for Electrical Power Technology Program

---

The City of Coffeyville, Coffeyville Community College and Pratt Community College in partnered in 2009 to offer an Electrical Power Technology Program to train workers in the electric utility field.

This program has been successful, and the parties wish to renew the Memorandum of Agreement which is attached. The MOA sets out the services provided by each entity.

RESOLUTION NO. R-12-77

A RESOLUTION TO AUTHORIZE THE EXECUTION OF A MEMORANDUM OF AGREEMENT FOR THE ELECTRICAL POWER TECHNOLOGY PROGRAM BETWEEN THE CITY OF COFFEYVILLE, PRATT COMMUNITY COLLEGE AND COFFEYVILLE COMMUNITY COLLEGE.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas, that the Mayor and City Clerk is hereby authorized and directed to execute a Memorandum of Agreement for the Electrical Power Technology Program between the City of Coffeyville, Pratt Community College and Coffeyville Community College for the period of August 1, 2012 through June 30, 2015..

Adopted this 14th day of August, 2012.

_____
David George, Mayor

ATTEST:

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

MEMORANDUM OF AGREEMENT

For The Electrical Power Technology Program

between

The City of Coffeyville,
Pratt Community College,

and

Coffeyville Community College

The following outlines the agreement between the City of Coffeyville, (City), Pratt Community College (PCC), and Coffeyville Community College (CCC) for the period of three (3) years commencing on August 1, 2012 for the joint partnership, collaboration and delivery of the PCC Electrical Power Technology (EPT) program in Coffeyville. The three parties involved will provide the following services:

City of Coffeyville will:

1. Provide appropriate physical lab sites for the EPT pole climbing activities.
2. Provide access to restroom facilities for EPT students at the lab site.
3. Provide access to a bucket truck, digger truck, and trencher for EPT lab activities as needed. (NOTE: Availability of City trucks and equipment will be determined by the Electric Utility Director. The City retains the right to pull trucks and equipment from instructional use based on City needs or in light of emergency situations.)
4. Provide access to an equipment storage facility for the storage of EPT program supplies and equipment at the lab site.
5. Provide used electric poles for lab work/climbing exercises based on availability.
6. Provide PCC with a list of vehicles to be used by the program and the information needed for PCC to obtain comprehensive insurance on the vehicles.
7. Bill PCC for fuel expenses for use of City trucks and equipment each semester.
8. Provide a contact person for program assistance as needed.

Pratt Community College will:

1. Hire EPT program faculty as needed to deliver the program to the Coffeyville outreach location.
2. Enroll EPT program students in PCC EPT program courses each semester as needed to complete the program.
3. Coordinate with CCC a financial aid cooperating agreement to provide financial aid access to program students as needed.
4. Assist CCC to secure program materials and provide EPT instructional assistance as needed to ensure program quality.
5. Provide a lab schedule to the City for scheduled use of City trucks and equipment for EPT lab activities at least two weeks in advance of use for availability.
6. Provide certificate of liability insurance to release the City of any liability due to accidents or injuries sustained on City property by EPT program students or faculty.
7. Provide comprehensive insurance for City trucks and equipment for damage sustained while being used during EPT lab activities.
8. Reimburse the City of Coffeyville for unplanned expenses.
9. Provide payment to the City for fuel expenses for use of City trucks and equipment each semester.
10. Provide a contact person for assistance with the operation of the EPT program in Coffeyville.

Coffeyville Community College will:

1. Enroll EPT program students in general education courses as needed for transfer to PCC for completion of the Associate of Applied Science degree.
2. Assist PCC with the enrollment of EPT students in PCC core courses each semester.
3. Provide a classroom and office for the EPT program.
4. Provide the use of College vehicles for student travel as needed for program activities. The use of college vehicles is based on availability.
5. Provide the use of College facilities for meetings as needed. The use of facilities is based on availability.
6. Provide office furniture and access to phone, Internet, and a copier for EPT program faculty.
7. Coordinate with PCC a financial aid cooperating agreement to provide financial aid access to program students as needed.
8. Provide liability insurance to release the City of any liability due to accidents or injuries sustained on City property by EPT program students or faculty.
9. Provide a contact person to supervise the operation of the EPT program in Coffeyville.

This agreement contains all the terms and conditions agreed to between the parties, and may only be modified or changed by a written signed agreement by the parties hereto. In witness thereof, the parties have set their hand the day and year stated below.

This agreement will remain in effect for a period of three (3) until June 30, 2015. Any party may terminate the agreement at the end of the normal school year in the month of May with a minimum of 90 days written notification to the other parties.

All terms are agreed to this _____ day of _____ 2012.

City of Coffeyville

_____
City Official

City Contact Person
Gene Ratzlaff
Electric Utility Director
(620) 252-6184
gratzlaff@coffeyville.com

Pratt Community College

William R. Grajeckowski 6-17-12
President

PCC Contact Person
Joe Varrientos, Ph.D
Asst. Vice President of Instruction
(620) 450-2175
joev@pratt.edu

Coffeyville Community College

Linda Morley
President

CCC Contact Person
Marlon Thornburg
Vice President for Innovation
(620) 252-7550 ext. 23
marlont@coffeyville.edu