



**Memorandum of Understanding (MOU)
United States Department of Labor Trade Adjustment Assistance Community
College and Career Training (TAACCCT) III Grant
Advanced Manufacturing, Mechatronics, and Quality Consortium**

- Mt. Wachusett Community College (Lead Institution)
Grant # TC-25074-13-60-A-25**
- Southwest Tennessee Community College (Member Institution)
Grant # TC-25076-13-60-A-47**
- Bossier Parish Community College (Member Institution)
Grant # TC-25075-13-60-A-22**
- North Central State College (Member Institution)
Grant # TC-25077-13-60-A-39**

Purpose of this Memorandum

This Memorandum of Understanding (MOU) outlines the respective roles and expectations of AMMQC consortium colleges: Lead Institution Mt. Wachusett Community College and Member Institutions and Co-Grantees Southwest Tennessee Community College, Bossier Parish Community College, and North Central State College. In consideration of a Department of Labor TAACCCT III grant totaling \$15,875,434 amongst the four institutions, the consortium members signing this MOU agree to the following commitments and responsibilities (PLEASE NOTE THAT THIS MATERIAL IS EXCERPTED DIRECTLY FROM SGA/DFA PY 12-10):

b. Role of Lead Institution in Consortium

The Lead Institution . . . will coordinate fiscal and administrative activity for the consortium award. Fiscal and administrative activities include, but are not limited to, the following:

1. Communication

The Lead Institution will be the entity that communicates with ETA on behalf of the consortium award. Questions from Member Institutions will be transmitted to ETA via the Lead Institution. To carry out the programmatic functions of the grant, the Lead Institution will communicate regularly with members of the consortium, and will share information and technical assistance provided by the Department or the Federal Project Officer (FPO) assigned by the Department to oversee the grant. It is important that all consortium member institutions receive information related to technical assistance or a change in policy. Consortia must develop a communication process that promotes effective and efficient communication between the Lead Institution and

the member institutions. Note: All official communication from the Department will be sent to both the Lead and Member Institutions.

2. Tracking

The Lead Institution will track programmatic and fiscal progress against goals and flag problems related to achievement of programmatic and fiscal goals of the consortium projects in accordance with appropriate systems to receive and compile outcome measures and fiscal reports. . . .

3. Combined quarterly narrative programmatic reports

The lead will submit, on behalf of the consortium, a quarterly narrative programmatic report that compiles the activities of the consortium Member Institutions, to provide a holistic picture of the consortium award as well as progress of the individual member institution grants.

4. Prior approval requests

The Lead Institution will submit to the Grant Officer all requests under the consortium award, including those of consortium Member Institutions, to acquire equipment and capital expenditures . . . as dictated by the cost principles codified in 2 CFR Part 220.

5. Modifications . . . For consortium awards, there is one statement of work. If a modification is needed to any part, the appropriate Member Institution, working with the lead, will prepare a modification request. The Lead Institution will submit this request on behalf of the consortium to the Grant Officer for approval.

6. Provision of Technical Assistance and Training

The Lead Institution will provide to consortium Member Institutions technical assistance and training related to programmatic, fiscal, and reporting requirements including online reporting.

...

While the Lead institution is not responsible for enforcing consortium member compliance with grant requirements, each institution is responsible for ensuring their individual institution is in compliance with grant requirements; additionally, the Lead Institution is required to report to ETA any concerns with programmatic, fiscal or administrative performance found as a result of tracking.

To ensure the successful execution of the project and compliance with Department of Labor reporting requirements, the Lead and Member Institutions additionally agree to:

- Submit required quarterly and annual narrative reports to Lead Institution Mt Wachusett Community College four weeks prior to the deadline for submitting the consortium quarterly and annual reports to the Department of Labor;
- Submit quarterly 9130 financial reports directly to the Department of Labor according to their established deadlines, and providing a copy to Lead Institution Mt. Wachusett Community College;
- Assign representatives to and actively participate in Project Management Council and all workgroups (i.e., recruitment, marketing, grants/fiscal management, curriculum development, data analyst, and others as needed);

The consortium will contract with The Manufacturing Institute to provide national support with engaging manufacturing industry leaders, to act as the consortium's third-party content experts, and to participate on the National Advisory Council, and will also procure an independent third-party evaluator.

In the AMMQC proposal narrative, the consortium members additionally committed to:

- Partner with the state and local public workforce system, philanthropic organizations, business-related and other non-profit organizations, community-based organizations, and labor organizations to recruit students, validate curriculum, and promote the sustainability of the project;
- Convene industry-based Regional Advisory Boards and participate in a National Advisory Council to review competency models, curriculum, and course clusters to ensure they align with the skills required by employers;
- Engage employers in securing work based training opportunities (apprenticeships, internships and on the job training), and employment commitments;
- Design and implement an entry level program that integrates Standard Timing Model technology and Work Keys aligning with the National Career Readiness Certificate;
- Implement online Amatrol or LabVolt, and KeyTrain programs. *Additionally, Bossier Parish Community College will develop online simulations (incorporating SCORM standards) to be shared with all AMMQC colleges;*
- Unify curriculum to deliver educational content aligned with competencies commonly associated with the Certified Production Technician certificate sponsored by the Manufacturing Skills Standards Council (MSSC);
- Develop and/or adapt intermediate and advanced stackable and latticed credentials leading to associate's degrees. Using a Center of Excellence model, each college will develop credit-bearing pathways focusing in particular areas that will be implemented at that institution and available for implementation at the other member colleges: *Quality and Control (MWCC), Electrical Mechatronics (NCSC), Industrial Mechatronics (STCC), Process Control Mechatronics (BPCC);*
- Develop a series of MOOCs designed to introduce TAA eligible, veterans, and other individuals to the advanced manufacturing fields of mechatronics and quality;
- Develop a common system for awarding prior learning credit, and develop or improve a common challenge exam for each course;
- Establish seamless transfer agreements between members and other (especially TAACCCT-funded) institutions, as well as establishing articulation agreements with bachelor's programs at nearby colleges and universities;
- Work with the chosen third-party evaluator to establish agreements with state labor reporting agencies and to upgrade, as needed, campus data systems to report on participation, completion, and employment reflecting the required nine outcome measures.

Term: This MOU will be in effect from October 1, 2013 through September 30, 2017 in association with the Department of Labor, Employment and Training Administration TAACCCT III program, SGA/DFA PY 12-10. This MOU may be terminated prior to the effective end date upon mutual, written agreement by all partners listed in this MOU. If any institution identified in the application as a consortium member plans to drop out of the consortium that Institution,

along with the Lead Institution, must: 1) provide to the Grant Officer in writing a letter of intent to withdraw from the consortium and terminate the grant award; and 2) contact the Grant Officer to discuss next steps.

The Department of Labor reserves the right to re-evaluate a consortium award in light of any such change in the consortium membership and may terminate all awards under the consortium if deemed appropriate. If a consortium Member Institution drops out, the funds and activities committed to in the application may not be shifted automatically to another consortium Member Institution or to a new institution; the Lead Institution must contact the Grant Officer to discuss options for replacement grants within the consortium.

Signed:

_____	_____
Dr. Daniel Asquino, President Lead Institution Mount Wachusett Community College	Date

_____	_____
Dr. James Henderson, Chancellor Member Institution Bossier Parish Community College	Date

_____	_____
Dr. Dorey Diab, President Member Institution North Central State College	Date

_____	_____
Nathan L. Essex, President Member Institution Southwest Tennessee Community College	Date