



Memorandum of Understanding

Between

Austin Community College District and The University of Texas Health Center at Tyler
on behalf of the Texas Leadership Alliance

October 27, 2007

PURPOSE:

This document sets forth the agreement between Austin Community College District (ACC) and the The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance to establish the responsibilities and program duties in accomplishing the goals of the Texas Network for Teaching Excellence for Career and Technical Education project.

TERMS OF THE AWARD:

Sub-award Amount: \$39,000
Effective Dates of Sub-award: September 1, 2007 through August 31, 2008

TERMS OF AGREEMENT:

Austin Community College District will:

Serve as the fiscal agent and project facilitator for the administration of the Texas Network for Teaching Excellence in Career and Technical Education Program.

- Maintain a file of all fiscal transactions incurred by the grant partner.
- Reimburse, in a timely manner, the grant partner for the expenses associated with the execution of the project.
- Communicate with and be responsible for the submission of any required reports and requests for payment to the Texas Higher Education Coordinating Board.
- Ensure that all activities are completed by the grant partner in a timely manner and according to the Texas Higher Education Coordinating Board policy.

In conducting the Texas Network for Teaching Excellence in Career and Technical Education, The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance will:

- Plan and implement the *Online Leadership Institute*, consisting of a minimum of ten live webinars on topics of interest to Texas career and technical educators.
- Coordinate a Leadership Advisory Team, including administrators from representative colleges, University liaisons for educational leadership programs, and Texas community college professional association officers.

- Cosponsor the implementation of *Leading from the Middle*, including assisting with topic selection, the recruitment of speakers and recruitment of participants.
- Continue the development of the project website including:
 - Updating the Leadership ePacks and self-paced modules on the website
 - Adding at least one new section, related to leadership opportunities and professional associations.
 - Where permitted, providing archived access to completed *Online Leadership Institute* webinars and programs, including integration with the existing ePacks and self-paced modules.
- Coordinate and/or conduct workshops for requesting professional associations or colleges on project related leadership topics.
- Participate in planning meetings for and informational presentations on the Texas Network for Teaching Excellence as needed.
- On the fifth day following the close of each month during grant period and fiscal year 2007-2008, The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance will provide to the fiscal Agent (Austin Community College):
 - A. A monthly fiscal report,
 - B. Appropriate invoices and backup documentation. Appropriate documentation includes originals of backup or a copy, which states the following: "I certify that this is an exact copy of an original invoice. The original invoice has not been previously submitted for payment". Signed _____
Date _____, and
 - C. Completed monthly Time and Effort Log (sample form attached).

Reports should be sent to:
 Terry Stewart Mouchayleh, Austin Community College, 5930 Middle Fiskville Rd.,
 Austin, Texas 78752.

- On the fifth day following the close of each quarter during fiscal year 2007-2008, Austin Community College will submit to The Texas Higher Education Coordinating Board quarterly reports according to the following schedule:

Quarter	Quarter Ending	Report Due Date
1 st	November 30	December 15
2 nd	February 28 (29)	March 15
3 rd	May 31	June 15
4 th	August 31	Final due date by Sept 30

Any requests for reimbursements not received and processed by Austin Community College within these time frames will not be submitted with each respective quarterly report.

- The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance agrees to use project funds according to the attached budget only during grant fiscal 2007-2008 (September 1, 2007 – August 31, 2008). In the event that changes or amendments to the budget are necessary The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance will provide the fiscal agent notification and documentation of any budget revision prior to expenditures of funds.
- The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance is the sub-contractor of a Carl Perkins discretionary grant directed through the Texas Higher Education Coordinating Board; therefore, The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance agrees to comply with the attached statement of assurances and provisions and with the rules and regulations of the Career and Technical Education Improvement Act of 2006.

DISTRIBUTION OF FUNDS:

After submission of the appropriate backup documentation from The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance, Austin Community College will reimburse The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance for expenses that total no more than \$39,000 during grant fiscal year 2007-2008 (September 1, 2007-August 31, 2008). The University of Texas Health Center at Tyler on behalf of the Texas Leadership Alliance is responsible for any misapplication of its portion of the funds.

AUTHORIZED SIGNATURES:

University of Texas Health Center at Tyler

Vernon Moore

By: Vernon Moore

Vernon Moore

Printed Name

Vice President, Chief Business and
Financial Officer

10/29/07

Date Signed

Austin Community College District

Stephen B. Kinslow

By: Stephen B. Kinslow, Ph.D.

Printed Name

President/CEO

11/12/07

Date Signed