

Coworking Space Agreement
Northeast Iowa Community College (NICC)

with

Partners: Iowa BIG North (IBN) and New Hampton Municipal Utilities (NHMU)

PURPOSE OF AGREEMENT

This Agreement is in response to the \$20,000 Workforce Training and Economic Development Funds (WTED) Northeast Iowa Community College is using to enhance partnerships with IBN students, NHMU, and Chickasaw County businesses to provide more opportunities and local training. This provides the opportunity to respond to workforce, training, education, and integration needs by forming a collective partnership to strategically address all issues. The goal is to improve productivity and efficiencies by providing training, education, and access to resources.

DRAFT WORK PLAN

As a partner consortium, the following direction provides the focus for the start-up of the Coworking Space Consortium's work plan.

Phase I:

Timeline: Phase I (completed by **June 30, 2021**): Establish partnerships, finalize budget for all furniture, signage, sound panels, and insulation for the BIG space and have the orders placed.

NICC will enhance the existing partnerships by working with IBN students and utilize NHMU's building to educate, survey, and host training's with other businesses.

The Agreement will be created and partners will determine responsibilities, roles, work plans, and develop a mutual agreement to guide the partnership collaboration.

Phase II:

Timeline: Phase II (completed by **September 30, 2021**): Set up furniture, hang signs, install sound panels, install insulation, send surveys to businesses, and pitch NICC initiative to recruit more students.

Students will assist with setting up the space as furniture arrives. IBN and NHMU will schedule a date for Installation of sound panels and insulation. Sandy's Sign Shop will hang signage which will be included in the quote.

Students will work with NICC through their Strategic Planning initiative on sending out surveys to businesses to gather training needs. They will assess the need and help plan/market ways to implement training.

During Partnerpalooza, current students will work with NICC to pitch initiative to recruit more students.

*Work directly with Wendy Mihm-Herold and sales staff in NICC's Business & Community Solutions (BCS) department to approve surveys/next steps.

Phase III:

Timeline: Phase III This will be an open ended phase. (Each year, training needs to be determined by **December 31**): Host training's, maintain promotional conversations with businesses regarding training opportunities and develop a plan to implement addressing needs, continue to offer concurrent classes, and maintain traction on NICC initiative.

Surveys will be collected and data will be assessed. Together students and NICC will market, promote, and implement new training opportunities in Chickasaw County.

Currently NICC offers one Concurrent class at the IBN space. The goal is to offer an additional one to two classes at the space to free up other concurrent options at the high school.

Continue NICC presence of career coach weekly at both the high school and IBN space. Recruitment for CLL, Concurrent classes, PICC classes, academy programs, and CPCs. Continue current NICC initiative in partnership with School to Community.

OBLIGATIONS OF THE PARTNERS

This agreement is intended to identify the roles and responsibilities of all partners in the Coworking Space Partner Consortium for planning, implementation, training, education, and delivery to our businesses and students.

Organizational Structure & Definitions:

Oversight Committee: This 3-member Committee provides ongoing oversight over the dual partnership workspace, implementation of the workforce training & education plan and delivery. Members included are: NHMU, IBN and NICC representatives.

Meetings will occur on an as-needed basis.

Delivery of Services and Expertise/Responsibilities:

- Responsible for assigning a leader from each college/organization to participate in Coworking Space Partner Consortium meetings and to fully contribute to the success of this initiative.
- Must attend all meetings. If not able to attend, either send a representative or make prior arrangements to provide updates.
- Collectively agree to an open communication process and consensus on decision making while assuming joint accountability for outcomes.
- Collectively determine appropriate alignment of all partners to ensure that all partners deliver services and assignments within the scope of the Coworking Space Agreement.
- Assist with student and business outreach/engagement to discern and develop an implementation plan, education and awareness dissemination, and curriculum/program development.
- Participate in the successful implementation and deployment of Phases I, II, and III.

Roles and Responsibilities of the Partners:

Stakeholder Partners:

- Provide strategic guidance to partnership and committees.
- Assist with communication and connection to students, businesses, economic developers, and state agencies.
- Promote activities and outcomes of the program within existing networks.
- Partnership/contracts will be revised in **3 years** with the plans to continue.
- Through this partnership, there will be no charge to NICC or IBN for utilizing NHMU building/conference room.

IBN: 1. Use the \$20,000 to purchase pieces to improve our space that includes; chairs, couches, whiteboards, sound reduction panels, barstools, iRobot Roomba, tables, printer table, and insulation. 2. Offer one to two more Concurrent classes. 3. With all of this, we will also need to display signage in our IBN space to promote NICC. 5. We will also make efforts to promote classes afford through the initiative of IBN, or meeting one on one with a business. 6. While all of this is occurring we will continue new partnerships with NICC and continue our old initiatives. 7. Will maintain data and obtain student numbers for NICC WTED Funding reports.

NHMU: The guidelines for trainings include: 1. No food brought in the boardroom. 2. No meetings on the second Monday of each month. Other hours will be determined after concurrent class schedules are confirmed. 3. The boardroom's maximum capacity is 25 persons. 3. During the school year, the conference room will be used for trainings. During the summer months, the IBN space and conference room can both be utilities for trainings. 4. The host is responsible to maintain and clean up the space used for trainings. 6. The host (NICC or company) will need to provide their own insurance for

any damages or injuries. 7. The conference room will display signage of NHMU, Iowa Big & NICC.

NICC: 1. Have signage in space: 2 window yard signs and a sticker sign in the conference room. As well as have a brochure rack to hold promotional/marketing materials. 2. Continue NICC Initiative in partnership with School to Community. 3. Help with contract training: send surveys to businesses, help market trainings, attend Sector Board meetings and host four trainings a year. 4. Offer one to two Concurrent classes at IBN space in the conference room. 5. Continue NICC partnership with Career Learning Link program and allow Success Coach to work out of the space on a weekly basis. 6. Will help IBN students and staff maintain data and obtain student numbers for WTED Funding reports.

GOVERNANCE

Partner Agreements:

Coworking Space Partner Consortium members agree that their collective efforts will seek to advance the outcomes of the growth of partnerships between various entities by providing more opportunities for students and businesses in Chickasaw County. Partners further agree to work in concert and abide by the intellectual property development, honoring the partner and business relationships developed through this collective work.

The roles and responsibilities set forth in this Agreement define the programmatic and service operations delivery through the Coworking Space Partner Consortium. To that end, partners agree to bring disputes forward to the Partner/Community College.

Financial Governance:

As financial and in-kind support agreements are solidified, exhibits to this Agreement will be added and signed by the contributing partner. The exhibits will also include governance and fiduciary processes for decision-making on Consortium investments.

No money will be exchanged until a formal ask is made of each partner and a further detailed work plan is provided.

EARLY TERMINATION

Any party may terminate this Agreement for any reason by providing 90 days' advance written notice.

GENERAL TERMS AND CONDITIONS

This Agreement may not be assigned by a party without the written consent of the other parties.

SIGNATURES

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures to the Agreement as of the date signed below.

Organization/College

Date

Organization/College

Date

Organization/College

Date