

**2017-2018 Satellite Delivery Site Agreement  
Between**

The Rural Regional College of Northern Pennsylvania

And

Erie County Technical School

This 2017-2018 Satellite Delivery Site Agreement (the "Agreement") is entered into this \_\_\_<sup>th</sup> day of January, 2018, between The Rural Regional College of Northern Pennsylvania ("RRC") and the Erie County Technical School (the "SITE").

WHEREAS, the SITE has chosen to support the mission set of the RRC to provide affordable, accessible education to residents of the RRC's region as a Satellite Delivery Site for the RRC; and

WHEREAS, the SITE and RRC desire to clarify and memorialize the parties' relationship and expectations;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **INTRODUCTION:** The SITE is intended to be the "local face" of the RRC and is responsible for providing a facility to serve the RRC's students with respect to course delivery and course examinations.
  
2. **SERVICES AND RESPONSIBILITIES:**
  - A. RRC: The RRC will:
    - i. Provide courses through an interactive delivery system for student attendance on Monday through Thursday;
    - ii. Provide the course schedule for each term in a timely manner;
    - iii. Provide course documents, materials and necessary equipment in a timely manner to the site administrator;
    - iv. Provide support for enrollment and course advisement.
    - v. Provide guidance to on-site staff with regard to the course delivery system including set-up, training and trouble-shooting;
    - vi. Provide marketing materials to assist in disseminating information to students and potential students;
    - vii. Provide an opportunity for training to site administrators and monitors.
  
  - B. SITE: The SITE will:
    - i. Provide internet connectivity with available bandwidth sufficient to facilitate delivery of course materials;

- ii. Provide on-site staff support for purposes of providing access to classrooms, initiating the class delivery process and providing a monitor for classroom instruction and testing;
  - iii. Provide classroom space and, working with the RRC, provide equipment capability to provide a minimum of two classes concurrently in accordance with the RRC course schedule during the evenings, Monday through Thursday;
  - iv. Provide RRC with notice of any problems, issues or concerns regarding facilities, equipment, delivery of classes, and student/instructor concerns;
  - v. Answer questions about courses and/or direct students or potential students to the appropriate RRC representative;
  - vi. Provide site monitors with procedures and contact information for purposes of responding to problems with course delivery and student issues;
  - vii. Ensure that all exams and quizzes are proctored with academic integrity and, to the extent requested, gather and forward exam documents;
  - viii. Provide front-line support to the students for usage of the equipment;
  - ix. Provide access and support to RRC staff to upgrade, maintain and test course delivery equipment and to support course delivery including pre-semester testing to be scheduled by RRC;
  - x. Provide technical and classroom set-up support for on-site instructors as needed and to the extent requested, provide assistance regarding class recording and playback.;
  - xi. Provide equipment necessary to accomplish course delivery pursuant to the RRC class schedule either by acquiring such equipment or through a joint arrangement with the RRC; and
  - xii. Ensure that appropriate staff participate in testing of equipment prior to the beginning of each semester; and as needed for troubleshooting throughout the semester;
  - xiii. Promote staff participation in training offered by the RRC related to the RRC courses, students and equipment.
3. **COMPENSATION:** In exchange for the services provided as set forth herein, the RRC agrees to pay the SITE the sum of Three Thousand and 00/100 Dollars (\$3,000.00) for each of up to three semesters for the 2017-2018 academic year in which students are enrolled and attend classes at the SITE; or (ii) One Thousand and 00/100 Dollars (\$1,000.00) for each of up to three semesters for the 2017-2018 academic year in which the SITE complies with the requirements set forth above but during which no students are enrolled or attend classes at the SITE. In addition, the RRC will pay the sum of Five Hundred and 00/100 Dollars (\$500.00) for the 2017-2018 academic year for technical assistance with delivery site configuration, maintenance, testing and training. The RRC will NOT pay monitors/proctors or SITE personnel directly, but such personnel will be paid by the SITE.

4. **TERM:** The Agreement shall become effective on the later of: (i) August 16, 2017; or (ii) the date the RRC classes commence for the Fall 2017 semester; and shall end on the later of: (i) August 15, 2018; or (ii) the day before the RRC classes commence for the Fall 2018 semester.
  
5. **FUTURE ACADEMIC YEARS:** It is the RRC's intention to develop long-term relationships with SITES in supporting the RRC's mission to provide affordable, accessible education to residents of the RRC's region. Toward that end, the RRC expects to negotiate Satellite Delivery Site Agreements for the 2018-2019 academic year prior to August of 2018. Nothing set forth herein shall be interpreted as a binding agreement or terms established for the 2018-2019 academic year.

**Erie County Technical School**

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Rural Regional College of Northern Pennsylvania**

Date: \_\_\_\_\_  
By: Raymond R. Pring, Jr.  
Its: Vice President of Finance