

Memorandum of Understanding

Art Lab Set-Up | Summer 2022

Intent

This memorandum of understanding (MOU) is to establish the expectations and outcomes for the unpacking, reduction of items coming out of storage, and set-up required to ensure that the 2D and 3D art labs are in working condition by Fall 2022. Additionally, the 2D lab needs to be usable by July 25, 2022, for an ISSI course.

The Conex storage facilities will be unpacked during the summer months. During this time, oversight, coordination, and support of unpacking and setting up the labs will be required for both the 2D and 3D spaces. Movers will be available to support the process.

It is recognized that the faculty member serves as facility lead for the art space per their department workload and is compensated annually for those duties. Given that the labs were not move-in ready during the traditional academic year, this stipend is for the additional days in summer required to ensure that both labs are efficiently unpacked and in good working condition prior to the start of the fall term, and in the case of the 2D lab, in a workable condition for the ISSI course set to begin July 25, and in working condition by Fall term.

Conditions

A stipend of \$2,500 will be provided to support the successful and timely completion of this work.

Duties

- Coordinate with RFE Project Manager to establish a timeline to have the storage containers emptied.
- Support the unpacking and setting up process in both the 2D and 3D labs.
- Oversee the work of hired movers in unpacking and setting up.
- Reduce, recycle, and discard/surplus any excess and unnecessary items to ensure the spaces are efficiently and effectively used.
- Assist in the hiring and direct the work of any necessary additional part time hourly support (for the art department) to support the work.
- Ensure that the 2D lab space is ready to house ISSI classes the week of July 25-29.
- Ensure that both the 2D and 3D labs and service spaces are in working condition prior to Fall term 2022.



Mike Spina (Jul 14, 2022 14:43 PDT)

Jul 14, 2022



Raymond J. Gamba (Jul 14, 2022 14:45 PDT)

Jul 14, 2022