**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF GONZALES AND THE
GONZALES COMMUNITY SOLUTIONS LAB (COLAB) CONSISTING OF
MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES AT MONTEREY (MIIS),
CALIFORNIA STATE UNIVERSITY AND
CAL STATE MONTEREY BAY'S (CSUMB) SERVICE LEARNING INSTITUTE**

PURPOSE

This Gonzales Community Solutions Lab (CoLab) Memorandum of Understanding is among The City of Gonzales, Middlebury Institute of International Studies at Monterey (MIIS), California State University and Cal State Monterey Bay's (CSUMB) Service Learning Institute. The CoLab will serve as a cross-sectorial initiative connecting local universities with local government and community for the co-creation of knowledge and shared leadership.

This Memorandum of Understanding is set to run from August 1, 2020 through August 1, 2025. It sets forth the collaborative relationship of these organizations including the roles and responsibilities for the Gonzales CoLab. It provides design principles for engaged community-driven research and collective action. It identifies responsibilities of the three collaborating institutions. These tools are meant to be used flexibly and to evolve over time as we learn and grow together.

GONZALES COLAB DEFINITION

The Gonzales CoLab will focus on building and reinforcing community resilience. It will support, analyze and advance factors that aid in advancing local resilience through community engagement, research, data collection, analysis and support. The goal of the CoLab is to support local capacity building to identify, respond to, manage, and recover from specific events and long-term trends and support innovation, emerging trends and best practices. The Gonzales CoLab strategy is developed, evaluated, and modified in a consensus manner among the three parties to an end goal that meets desired outcomes and positively impacts the local community, that reflects the Gonzales Way of Love, Care & Connect.

OBJECTIVES
1. Build meaningful partnerships that advance local resiliency factors
2. Identify, highlight and build upon current resilience factors
3. Continue to build local capacity to promote the advancement of resilience
4. Advance efforts that deepen the Gonzales Way

5. Develop and execute projects that add value to local efforts and support the City of Gonzales' and CoLabs vision and mission

GONZALES COLAB DESIGN PRINCIPLES

These principles aim to provide basic guidelines for how the City of Gonzales, CSUMB, and MIIS will work together to achieve measurable improvements in community resilience. All efforts will:

1. Include representatives of the City of Gonzales as active participants in all phases from identification of issue/project through design, implementation, and evaluation.
2. Have a clear tie to the goal of community resilience and the Gonzales Way.
3. Build and support resilience in the community.
4. Be agreed upon by both the City of Gonzales and CSUMB/MIIS CoLab leadership.
5. Encourage the joining together and understanding of different perspectives and knowledge bases.
6. Create/establish/facilitate an environment and/or atmosphere for critical, honest and courageous conversations
7. Provide actionable insights to the City of Gonzales and the CoLab learning community.
8. Link to one another and generate knowledge that accumulates over time.
9. Ensure CoLab projects emerge organically by Gonzales staff, community members and faculty/students.
10. Ensure Gonzales community members are active partners in all aspects of the research process.
11. Result in products that have tangible value for the Gonzales community (as defined by City representatives and community members).
11. Have a clear tie to contributing to the long-term goals of the CoLab.

COMMUNICATION AND COORDINATION

Communication about CoLab will occur at multiple levels:
1. Between the City of Gonzales (Gonzales City Manager, Director of Community Engagement and Strategic Partnerships) & CoLab Co-Directors)
2. Between City of Gonzales officials & CoLab Planning Team & Faculty Fellows
3. Between Gonzales community members & CoLab Planning Team & Faculty Fellows
4. All communication shall be coordinated through the Community Engagement and Strategic Partnerships Director (Carmen Gil) and CoLab identified staff person

(Seth Pollack) to ensure CoLab and the City of Gonzales' efforts are synced and supported.

ORGANIZATION
Leadership
CSUMB/MIIS: Seth Pollack, Service Learning Institute Director
City of Gonzales: Carmen Gil, Director of Community Engagement & Strategic Partnerships

Communication
CSUMB/MIIS and City of Gonzales leadership organize a minimum of one planning/review meeting each quarter. Participation in and agendas for each meeting are determined on a case-by-case basis, beyond the necessity of the two leaders to be present.

RESPONSIBILITIES
CSUMB/MIIS CoLab Leadership
1. Maintain a transparent, public-facing web site in which the activities, results, plans, and challenges of the Gonzales CoLab are available to the public.
2. Link City priorities to skilled and experienced faculty and students.
3. Train/educate faculty and students on CoLab design principles, Gonzales history, evolution of policy, and economy, and communication norms and standards.
4. Collaborate with City of Gonzales stakeholders faculty to develop and evaluate initiatives in a participatory manner.
5. Authentically engage with City of Gonzales staff, residents and partners to develop a true understanding of "*The Gonzales Way"* and build deep connections.
6. Ensure securing of Institutional Review Board approval of initiatives, when needed.

City of Gonzales Leadership
1. Explain to community members and decision-makers the purpose of the Gonzales CoLab.
2. Link City priorities and efforts to faculty/student teams working as partners.
3. Ensure that City partners collaborating on an initiative are aware of and able to adopt design principles and communication norms.

4. Authentically engage with representatives and students of CSUMB and MIIS to develop deep connections to help advance efforts to build local resilience.

Joint Responsibilities of City of Gonzales and CSUMB/MIIS CoLab Leadership
1. Identify and prioritize initiatives.
2. Evaluate internal operations and the portfolio of initiatives annually.
3. Set CoLab goals, outcomes and strategy.
4. Fundraise and pursue funding sources.
5. Agree on ownership of data and its dissemination outside the CoLab community for each initiative.
6. Present and highlight collective efforts.

Data Ownership, Use, and Sharing
For each project it will be determined how the data will be shared and with whom. Discussions among program collaborators will decide the following:
1. Who "owns" the data?
2. How will the data be shared?
3. With whom will the data be shared?
4. For what purposes?
5. To what end?

September 8, 2020

_____   _____
Rene Mendez, Gonzales City Manager   Date

August 6, 2020

_____   _____
Seth Pollack, CSUMB Service Learning Director   Date