

Memorandum of Understanding (MOU) between the Institute for Sustainability, Energy, and Environment (iSEE), Facilities & Services (F&S), and the Office for Mathematics, Science, and Technology Education (MSTE)

PURPOSE

This MOU is for the funding and governance of the Illinois Climate Action Plan (iCAP) Portal. It establishes a formal structure for (i) oversight authority for decisions regarding iCAP Portal content and design, (ii) funding from iSEE and F&S, and (iii) services provided by MSTE.

OVERSIGHT

The iCAP Portal was originally established with funding from the Office of Public Engagement in 2011. The structure, design, and content were developed collaboratively by staff at MSTE, the Office of Sustainability, and F&S, and the site was launched in May 2012. When iSEE was formed and the 2015 iCAP was written, the iCAP Portal was rebranded to match the 2015 iCAP and reflect iSEE styles, colors, and formatting. In FY19, the design was updated to attract the new generation of students.

Throughout the development and continuing updates of the iCAP Portal, MSTE, iSEE, and F&S staff have worked together to identify useful improvements to the database structure, the content organizational system, and the basic design aesthetic. The iCAP Portal oversight team members work efficiently and have a strong collegial investment in a quality product. The team members listed below have the authority to make decisions about aesthetic design, sustainability content, user membership, and database structure:

iSEE
Meredith Moore
Sustainability Programs
Coordinator
mkm0078@illinois.edu
MSTE

Michael McKelvey
Coordinator of
Engagement Technology
& New Media
mmckelve@illinois.edu
F&S

Morgan White
Associate Director for
Sustainability
mbwhite@illinois.edu

Additional representatives from MSTE, F&S, and iSEE have been included in discussions about the iCAP Portal, and may continue to make recommendations for changes. This includes the leadership of each of the MOU entities, impacted or interested campus staff, and students doing independent studies.

FUNDING

The success of the iCAP portal requires that this work continues. The MSTE Office provides a unique resource for this effort. The experience of the team in working with the technical and human components of the project is essential to moving forward. The iCAP Portal oversight team members work especially well together through sincere and authentic discussion that search intensely for the optimal outcome.

To allow for the growth and expansion of the iCAP Portal over the next three years, F&S and iSEE agree to jointly contribute \$15,000 per year for FY21, FY22, and FY23, from the Carbon Credit Sales Fund, for a total of \$45,000. This extended commitment will allow the iCAP Portal team to make strategic improvements to the database design, integrate the iCAP Portal throughout campus websites, and keep the iCAP Portal fully accessible, responsive, and aligned with campus strategic requirements for internet sites.

Carbon Credit Sales Funding for the initial term will be approved by F&S and iSEE prior to the start of this agreement, and transferred to iSEE's account for future payments to MSTE under the terms of this agreement.

Payments will be processed by iSEE in July of each fiscal year, for the duration of this agreement.

SERVICES

MSTE will provide hosting, troubleshooting, and website maintenance for the iCAP Portal website throughout the length of this agreement. These services include:

- Update, revise, and improve the iCAP Portal interface for small-scale issues, bugs, and requests
- Face-to-face meetings with iCAP Portal team members, typically bi-weekly
- Rapid turn-around (usually within 24 hours) responses for changes and additions to the Portal
- Hosting, troubleshooting, and website upkeep
- Provide guidance to the team regarding University of Illinois web design requirements, including accessibility, responsiveness, and related campus expectations.

Over the next three years, the MSTE team will also provide the following large-scale upgrades:

- Overhaul of the design to reflect the new iCAP 2020 in FY21
- Maintain and update the back-end infrastructure for the iCAP Portal website, including adjustments for major updates from Drupal (hard deadline of December 2021)
- Development, piloting, and revision of reporting features and graphical displays to enhance the reporting capabilities and search functions
- Development of strategy for integrating a virtual tour of campus sustainability locations with the iCAP Portal
- Enhance Contact List functionality, search, and display options
- Additionally, MSTE will work with the team to identify needs and improvements that will allow multiple stakeholders across campus and the community to provide content directly to the iCAP Portal, and to pull customized feeds for incorporating iCAP Portal information directly on other sites. One example site is the F&S Sustainability page which shows the latest highlighted project updates. Other websites that the team will

work with include sustainability.illinois.edu, the Student Sustainability Committee, AE3 Instructor Resources, and more.

Since inception, the iCAP Portal team members have been meeting regularly to discuss feature progress, maintenance needs, and updates to the iCAP Portal. As a result of these discussions, they have implemented continuous innovations that allow the iCAP Portal to remain user-friendly for the general public and more useful for data access and reporting needs of University faculty and staff. MSTE will continue to provide all the technical support and implementation of proposed innovations.

TERM

This agreement will be in effect from July 1, 2020 to June 30, 2023. The term can be extended by mutual written agreement of all three of the MOU parties.

APPROVAL OF MOU

Signatures below indicate approval of this MOU.

Dr. George Reese, Director of MSTE

Date signed

Dr. Evan DeLucia, Director of iSEE

Date signed

Dr. Mohamed Attalla, Executive Director of F&S

Date signed