MEMORANDUM OF UNDERSTANDING

A Proposal For The Joint Utilization of The
UF Research & Engineering Education Facility
By the UWF Electrical and Computer Engineering Program

THIS MEMORANDUM OF UNDERSTANDING (MOU), made on this 18th day of September, 2006, by and between the University of West Florida Board of Trustees for and on behalf of the University of West Florida (herein, "UWF"), a Florida public institution of higher education, and the University of Florida Board of Trustees for and on behalf of the University of Florida, (herein "UF") a Florida public higher education institution, to establish an agreement for the joint utilization of the UF-Research and Engineering Education Facility (herein, UF-REEF), located in Shalimar, Florida by UWF for the UWF Electrical and Computer Engineering program and UF for the UF Graduate Engineering program. This arrangement is intended to be an interim step pending the proposed development of a regional high-tech research park to be located in the same area.

The purpose of this MOU is to establish guidelines for the joint use of space at the UF-REEF for the delivery of a UWF-undergraduate electrical and computer engineering degree program (ECE) which would complement the UF graduate engineering program, meet regional educational needs, and provide support to area military and the regional high tech industry.

BACKGROUND:

Delivery of the joint UF-UWF Electrical and Computer Engineering degree program began on the joint UWF/OWC Campus in Ft. Walton Beach commencing during the fall semester of 2003. Three full-time resident engineering faculty were hired to deliver the joint program on the FWB campus. Program delivery was planned around utilizing a nontraditional distance delivery system in which faculty on the UWF Pensacola and FWB campuses were to jointly provide interactive instruction enabling the entire joint program to be offered in FWB. Additional SACS qualified faculty have been hired on both campuses to support the program. The addition of one more faculty for the FWB campus is planned for the fall semester of 2007.

The impetus for delivering the joint UF-UWF program in FWB came from area high-tech corporations and regional military leadership who found their respective organizations in critical need of additional electrical engineers. Approximately two-hundred fifty thousand dollars was raised through area corporate and individual donors to provide support for UWF to offer the joint program in the FWB area. This fund-raising effort enabled the program to provide state-of-the-art laboratories and the development and utilization of an interactive DL classroom. However, while the current facilities were initially adequate, the joint UF-UWF program has grown significantly and is in need of more adequate facilities for both instruction and applied research.

The transfer of the electrical and computer engineering programs from UF to UWF will be completed by December 31, 2008. Students graduating from this program after December 2008 will be awarded a UWF degree. All students graduating prior to December 31, 2008 will receive a degree from UF. Students who were admitted to UWF before August 8, 2004, and are not able to complete the degree requirements by December 31, 2008, will have the option of transferring to the University of Florida for the completion of the degree from UF.

Since serious planning is currently underway by the Economic Development Council of Okaloosa County and Eglin Air Force Base to build a high-tech research park and campus near Eglin AFB,
it is an extremely fortuitous time to combine the strengths and mission of the UWF undergraduate ECE program with the strengths and mission of the UF-REEF.

**BENEFITS TO UF, UWF, THE MILITARY AND THE COMMUNITY**

An educational partnership would represent an important first step in the process of positioning UWF to join UF in delivering undergraduate and graduate programs in the proposed new Emerald Coast Research Park and Campus. Additionally, a partnership between UF and UWF formed by co-locating undergraduate ECE education with UF graduate engineering education would be politically beneficial for both institutions in the community and region. Specific benefits to UF, UWF, the military, area high-tech industry and the community include the following:

- Increased utilization of existing REEF facility would be viewed positively by the Air Force, regional high-tech corporations, regional business leaders, and the northwest Florida legislative delegation.
- A partnership between UF and UWF should significantly enhance Air Force, high-tech corporations, and community support for the development and implementation of a regional “Emerald Coast Research Park and Campus.”
- Co-locating the UWF EE program with the UF-REEF would facilitate joint opportunities for UWF faculty and undergraduate students to engage in appropriate research activities with UF faculty and staff; provide better opportunities for UF faculty to recruit undergraduate students into UF graduate programs, and provide opportunities for UF and UWF faculty to support each other in research, grant activities, and teaching.
- A joint use arrangement of the REEF would provide more opportunities for military and high-tech corporation personnel to participate in either undergraduate or graduate engineering education and training.
- A joint use arrangement of the UF-REEF would reduce the facility’s operational costs for UF by having UWF pay a proportionate share of the overall costs of operating the UF-REEF.
- Joint use could reduce instructional costs for UF by shared use of and support of high-tech classrooms, laboratories, and DL classrooms.
- Joint use would provide a steady income stream to the UF-REEF for the pro-rated costs of operation. Those savings could then be used by the UF-REEF for other needs.
- The joint use of the UF-REEF would create more positive regional and state-wide visibility for UF, UWF, the military, and the community.
- The joint use of the UF-REEF creates opportunities for legislative support based on the cost effectiveness of the joint use of the UF-REEF.
- A UF/UWF partnership would significantly enhance both institutions as well as regional efforts to secure legislative funding to further strengthen the UF-REEF’s infrastructure.
- Even though the UF_REEF is primarily a graduate level facility, UWF’s undergraduate Electrical and Computer Engineering program could support the UF-REEF’s primary research mission by: 1) providing undergraduate engineering students as potential research assistants; 2) integrating UWF’s engineering faculty and students into appropriate UF-REEF research projects; and 3) providing UF with a potential source for graduate student enrollment.
- Retrofitting the UF-REEF space for high tech connectivity and creating a high-tech DL classroom using external dollars should be of considerable economic benefit to UF in regard to upgrading the UF-REEF facility at reduced costs.
- The joint utilization of the current facility would be viewed positively by the legislature in regard to future support of the proposed industrial research park and campus.
• Moving UWF's Electrical and Computer Engineering program to the UF-REEF would facilitate intercollegiate planning for segueing directly into the new industrial research park and campus facility when this facility comes on line.
• Joint use of the UF-REEF would provide both UF and UWF with immediate regional visibility by taking advantage of the joint utilization arrangement.

Specific Areas of Cooperation and Agreement

1) The two institutions agree to share facilities and space to maintain quality programs. Specific space allocation for UWF is detailed below in paragraph 3).

2) UWF agrees to a shared use arrangement with UF for a period not to exceed the construction and opening of a new high-tech industrial research park and campus. This agreement may be modified or cancelled by either party subject to UWF having sufficient time to relocate to new accommodations. For the purposes of this agreement, both parties agree that sufficient time to relocate is defined as six months. The parties may extend that time by written agreement.

3) UF-REEF agrees to provide classroom, laboratory, and faculty office space necessary for the delivery of the UWF undergraduate electrical and computer engineering degree program.
   a) Specifically, UF-REEF agrees to provide as follows:
      Room 122 for offices
      Room 123 for Distance Learning Classroom
      Room 177 for a Senior Design Lab (or office space), and
      Room 179 for labs.
      Room 118 is to be shared as a general purpose student computer laboratory.
   b) The auditorium, conference room and Room 117 shall be available to UWF functions on a non-interference basis, meaning that UWF may use the space if it has not already been reserved by UF.
   c) All partitions, furniture, telephone and electrical modifications are the responsibility of UWF, will be consistent with UF facility requirements and will be approved jointly by the UF-REEF Director and the UWF program coordinator. Any modifications to the facility by UWF must be approved by UF, and all such will remain the property of UF.

4) The parties agree that the overall UF-REEF facility will continue to be managed by a UF appointed administrator and that the UF electrical and computer engineering program will be coordinated by a UWF program coordinator. The UWF program coordinator will work directly with the UF-REEF administrator on all matters pertaining to the joint use of the facility.

5) UWF will reimburse UF (REEF) on a full basis for all space 100% utilized by UWF and on a proportionate basis for all jointly used or shared space. An agreement by the parties on the specific space needs necessary to effectively deliver the UF electrical and computer engineering program and the prorated cost of that space will be determined prior to the intended date of use of that space and will reflect those specific points. Reimbursement to UF may include facilities maintenance, utilities, any costs associated with keeping the facility open beyond scheduled UF-REEF hours, and a prorated share of the cost of heating and cooling the facility.

6) UWF agrees to develop and maintain a distance learning classroom by jointly using the current UF-REEF DL classroom or UWF will develop an additional DL classroom, depending on the respective needs and agreement of both parties.
7) UWF agrees to provide appropriate equipment, computers, software, and support materials necessary to equip UWF’s electrical and computer engineering laboratories.

8) UWF agrees to provide and cover the costs of all administrative and technical support staff necessary to deliver a quality UWF electrical and computer engineering program. Additionally, UWF agrees to cover all costs associated with phone, copying, cable connectivity, or other service needed to deliver UWF’s program.

9) UWF will be responsible for making available all necessary items for its students, such as books and/or other services through the UWF FWB bookstore or elsewhere.

10) UWF agrees to follow all UF-REEF policies and procedures in regard to the operation or use of the facility.

11) UWF agrees to work with the UF and UF-REEF administration and faculty to assist with recruiting UWF undergraduate engineering students into the UF graduate engineering program.

12) UWF agrees to provide a sufficient number of full-time teaching and research faculty to support the UWF program and to maintain ABET accreditation.

13) UF agrees to consider joint research projects utilizing both UWF faculty and students and will give consideration to providing instructional support by UF faculty in selected areas of the UWF engineering curriculum.

14) UF and UWF agree to jointly work to seek funding from the legislature and other appropriate sources for the costs associated with upgrading the UF-REEF fiber network capability and related high-tech upgrades necessary for state of the art instruction, research, and grant and funding activities.

**Coordination and Oversight:**

A planning/协调 team will be formed consisting of no fewer than two UF and two UWF representatives to review and evaluate the UF-REEF’s potential for available space on an ongoing basis and to oversee the implementation of this MOU. This team will provide an annual report to the UF and UWF administration each January.

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John C. Cavanaugh  
President, University of West Florida  
9/18/06  

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J. Dennis Machen  
President, University of Florida  
11/20/06  