Facility Management Talent Pipeline
Application for License
Essentials of Facility Management Online Course

College Name: ____________________________________________

License

The Essentials of Facility Management online course is available through a license agreement between the Foundation for California Community Colleges (Foundation) and the International Facility Management Association (IFMA). A copy of the Foundation’s Trademark Licensing Agreement with IFMA is included in Attachment 1.

Additionally, IFMA and the California Community Colleges signed an Operating Agreement to jointly develop a Facility Management Talent Pipeline, outlined in Attachment 2.

By applying for this license, ___________________________ has read Attachment 1 and Attachment 2 of this Application for License, agrees to the terms of the licensing and operating agreement, and assigns a Campus Coordinator to manage participation in the Facility Management Talent Pipeline. An instructor and students enrolled in the course will be given logins and passwords for the online material through a separate registration process.

This license is valid for one year, effective as of the signature date on this form, for _________ students.

Contact Information

Campus Coordinator: Each participating college must select a faculty and/or administrative lead who will serve as the Campus Coordinator to manage participation in the Facility Management Talent Pipeline.

Business Office Contact:

Name: ____________________________  Title: ____________________________
Phone: ____________________________
Email: ____________________________

Campus Coordinator:

Name: ____________________________  Title: ____________________________
Phone: ____________________________
Email: ____________________________
Signature:

By signing below, you certify that you have read and understand Attachment 1 and Attachment 2 of this Facility Management Talent Pipeline Application for License offered by the Foundation for California Community Colleges.

Signature: _______________________________ Date: _________________________
Name: _______________________________ Title: __________________________

Please return signed order form to:
Foundation for California Community Colleges
Attn: CollegeBuys
1102 Q Street, Suite 4800
Sacramento, CA 95811
Fax: 916-325-0844
Contact: Jorge Burwick, jburwick@foundationccc.org, 916-325-8561.
Attachment 1

Foundation for California Community Colleges
Trademark Licensing Agreement
TRADEMARK LICENSING AGREEMENT

This License Agreement ("Agreement"), entered the 1st day of January, 2017, effective as of the date of execution by all parties, between INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION, a not-for-profit corporation organized under the laws of Michigan whose principal place of business is 800 Gessner, Suite 900, Houston, Texas 77024 (hereinafter, “IFMA”) and the Foundation for California Community Colleges (“Foundation”) organized under the laws of California which maintains its principal place of business is 1102 Q Street, Suite 4800, Sacramento, California 95811 (hereinafter, “Licensee”).

Recitals. R-1. Whereas IFMA has established the Essentials of Facility Management (EOFM) and offers workshops for educational purposes using materials created and copyrighted by IFMA; and

R-2. Whereas IFMA possesses valid federal and/or state Trademark registrations for the above names, marks, logos, etc.; and

R-4. Whereas Licensee desires a license to use the above marks in connection with educational workshops it wishes to offer to persons seeking additional education in facility management;

Now, therefore, for and in consideration of the mutual covenants and undertakings hereinafter set forth and other good and valuable consideration hereby acknowledged, the parties agree as follows.

1. Definition. The term "Trademarks" shall mean IFMA’s trademarks, service marks, marks, logos, insignias, seals, designs or other symbols/devices used by IFMA or any of its members, affiliates or subsidiaries and associated with or referring to IFMA or any of its goods, services or membership. IFMA is the exclusive owner and licensor of these Trademarks.

2. Grant of license. (a) Subject to the terms of this agreement and to the extent permitted by law, IFMA hereby grants to Licensee a non-exclusive, non-assignable, royalty-free license for use by California Community College Instructors, and for use in the presentation of actual and online workshops only conducted by IFMA’s Learning Management System (hereinafter, “LMS”) delivering EOFM to enrolled California Community College students and complimented with in-person classroom lectures and discussions, to use the Trademarks in connection with its educational workshop pertaining to facility management. Licensee may not sublicense the use of the Trademarks to third parties.
(b) This license is limited to the use of the Trademarks as defined herein, including display or communication of the Trademarks, but not including any variation in form. The forms of the Trademarks set forth in Attachment A, attached hereto and made part hereof, shall be deemed approved by IFMA for use by Licensee. Licensee shall at no time adopt or use, without IFMA’s prior written consent, any variation of the Trademarks or any word or mark likely to be similar to or confusingly similar to or with any of the Trademarks. All marketing materials used/developed in connection with the IFMA Brand, to include, EOFM must be approved by IFMA in writing, electronic or written in advance before the use of any such material.

3. License restrictions. It is agreed that the rights and privileges granted to Licensee are each and all expressly conditioned upon the faithful performance on the part of Licensee of every requirement herein contained, and that each of such conditions and requirements are specific license restrictions.

4. Courses and course materials/Payment. (a) The educational material that is the subject matter of this agreement is entitled the Essentials of Facility Management [hereinafter, “EOFM”] and consists of online components for the following:

- Essentials of Facility Management: Introduction to Facility Management Workshop, (one (1) module)
- Essentials of Facility Management: Operations and Maintenance Workshop Series, (four (4) modules)
- Essentials of Facility Management: Work Management in Facility Management Workshop Series, (five (5) modules)

(b) Unless with the prior approval of IFMA, evidenced by some writing, Licensee may not in any way modify the course content(s) or course materials by, for example, changing a course name; adding any material to, deleting from, or updating, the materials purchased from IFMA as texts for the courses offered; or supplementing the materials. Nevertheless, IFMA approved instructors may be allowed to enhance the program of study using practical experiences, public domain resources, and other appropriate adult learning activities so long as all enhancements are in compliance with all applicable copyright laws.

(c) Licensee will provide each participants’ information to include name, electronic mail address, physical mailing address, phone number and date of birth within 10 business days from the beginning of class to IFMA to ensure enrollment into EOFM Online.

(d) Licensee and affiliates are NOT authorized to use any IFMA copyrighted course content for development of their own content to include paraphrasing.
(e) Licensee is to make a one-time payment of the sum of $100,000 for unlimited licenses of EOFM for three years and to be remitted within 30 days from acceptance of this agreement from both parties to IFMA. Licensee is not responsible for any charges outside this payment for three years in regards to EOFM Online, Instructor Kits, LMS and Instructor Support.

(f) IFMA Responsibilities on delivery and services provided is in Attachment B.

5. **Instructors.** Any individual that wishes to teach the IFMA EOFM program must be approved through IFMA as an IFMA Qualified Instructor or an IFMA Registered Instructor. All instructors engaged by Licensee shall be either employees of Licensee or independent contractors, but shall not, for any purposes, be considered to be employees of IFMA. All instructors must present workshops in a competent and professional manner. No instructor shall engage in any conduct or behavior which is considered to be obscene or which is reasonably found to create a hostile, offensive or intimidating environment to persons of a particular gender, race, religion, national origin, sexual orientation, disability or military status. Licensee may only market approved IFMA Register/Qualified Instructors that are authorized to instruct EOFM. Instructions on the IFMA Registered Instructor Process is in Attachment C.

6. **Use of the Trademarks.** Licensee agrees to use the following Trademarks only in the form and manner and with appropriate legends as prescribed in writing from time to time by IFMA, and not to use any other trademark, word, symbol or device in combination with the Trademarks without the prior written approval of IFMA. Licensee agrees it will not alter, modify, dilute or otherwise misuse any of IFMA’s Trademarks. Licensee further agrees that upon request it shall cause to appear on or in connection with its offerings pursuant to this agreement any reasonable trademark notices as IFMA may from time to time, upon reasonable notice, designate.

**Names/Marks/Logos:**

International Facility Management Association  
IFMA  
IFMA logo

Essentials of Facility Management  
Essentials of FM logo

IFMA Foundation  
IFMA Foundation logo
7. Ownership of the Trademarks. Licensee hereby acknowledges IFMA’s ownership of the Trademarks and agrees that it will do nothing inconsistent with such ownership. Any and all use of the Trademarks shall inure solely and exclusively to the benefit of IFMA. Licensee agrees that it shall not apply for registration or seek to obtain ownership of any IFMA Trademark in any nation. Further, Licensee agrees that neither now, nor at any time in the future, will it, its parent corporations, subsidiaries, or affiliates, challenge nor assist in any challenge to IFMA’s ownership rights in IFMA’s Trademarks.

8. Term. The term of this agreement shall commence on April 1st, 2017 and expire on March 31st, 2020.

9. Infringement. (a) Licensee agrees to notify IFMA promptly of any known use of the Trademarks by others not duly authorized by IFMA. Notification of such unauthorized use shall include all details known by Licensee that would enable or aid IFMA in investigating such use. Upon learning of any infringement, IFMA shall, at its sole discretion, take such action as it may deem to be appropriate to enforce its rights or suppress or eliminate such infringement. Licensee shall fully cooperate with IFMA in the prosecution of any action against an infringer, but Licensee shall not be liable for any legal fees or other expenses unless agreed upon in advance.

10. Termination. IFMA shall have the right to terminate this agreement immediately if Licensee is in material breach of any material term hereof; IFMA shall provide a reasonable notice in writing if breach should occur. Licensee acknowledges that money damages alone are inadequate to compensate IFMA for any breach by Licensee of any provision of this agreement concerning the protection of the Trademarks. Therefore, in the event of a breach or threatened breach of any such provision of this agreement by Licensee, IFMA may, in addition to all other remedies, immediately seek to obtain and enforce appropriate injunctive relief. Upon termination of this agreement, Licensee agrees immediately to discontinue the use of any of IFMA’s Trademarks.

11. Severability. Should any provision of this agreement be held unenforceable or in conflict with the law of any jurisdiction, then the validity of the remaining provisions shall not be affected by such a holding.

12. Relation of the parties. The parties are as to one another independent contractors. This agreement shall not cause any agency, employment, joint venture or partnership relationship to exist among the parties. The parties agree not to contract any obligations in the name of the other, except as required by the terms of this Agreement.
13. **Entire agreement.** Except as set forth herein, this agreement constitutes the entire agreement between the parties. This agreement may only be amended by an instrument in writing signed by the parties hereto.

14. **Modification and waiver.** This agreement may not be amended except by a written instrument executed by the parties. The waiver of strict compliance with, or performance of, any of the terms or conditions of this agreement or of any breach thereof, by any party to this agreement, shall not be held or deemed to be a waiver of any subsequent or other failure to comply strictly with or perform the same or any other term or condition of this agreement or of any breach thereof.

15. **No warranty or endorsement.** IFMA neither endorses, vouches for, certifies, approves, recommends, nor makes any representations or warranties with respect to the courses provided by Licensee pursuant to this agreement. IFMA disclaims any liability arising out of the presentation of the courses offered by Licensee pursuant to this agreement. Licensee shall take no action, nor fail to take any action, which creates the implication of an endorsement, warranty or guarantee by IFMA of Licensee activities.

16. **Assignment.** No party shall assign this agreement without first obtaining the written consent of other party, except that either party shall have the right to assign this agreement if such assignment occurs in connection with a merger, consolidation or sale of substantially all of its assets to a third party.

17. **Governing law and jurisdiction.** This agreement shall be governed by and construed in accordance with the laws of State of California without regard to its conflicts of the law’s provisions. In the event of any proceedings to enforce this agreement, the prevailing party shall be entitled to reasonable attorneys’ fees incurred in connection with such proceedings.

18. **Notices.** All notices under this agreement shall be made in writing by either personal delivery to the address first set forth above, or by certified mail, return receipt requested, and in either case, to the attention of the president/executive director (or at such other address as has been provided by written notification), and shall be deemed to have been received, if delivered, on the date of delivery, or if mailed, on the date evidenced by the return receipt. This agreement will automatically expire if there has been no sales activity within a 12-month period, as determined by IFMA.
Attachment A:
Terms and Conditions of the Use of Trademarks, Copyrights, and Restrictions

IFMA™ / IFMA Foundation

Essentials of Facility Management
The IFMA Logo continued

Which version of the IFMA should you use?

A. The IFMA logo without the tagline is used on the business cards when the tagline is used as a message point on the back of the business cards.

B. The IFMA logo without the tagline is used on the website when the tagline is used as a prominent message point on the masthead.

The IFMA logo without the tagline can be used on small promotional items like a pen.

Contact the marketing art director for additional guidance.

Stewart Dallas
Director of Marketing
1-281-974-5671
stewart.dallas@ifma.org

IFMA Brand Standards Guide | Version 1.0 | 1.16.14
**Logo Usage**

**Proper Clear Space for IFMA Logos**
The clear space is an area surrounding the logo in which no competing typography or graphics may appear. The clear space on all sides of the logo is equal to the height of the “IFMA” in the logo. Except as identified in this manual, clear space equal to the height of the “IFMA” in the logo must be provided. Using more than the minimum clear space is always acceptable.

**Minimum Logo Size**
The minimum acceptable size for the logo is 1-1/4” wide.
**Logo Usage continued**

**General Usage Guidelines**

It is important to follow these guidelines to maintain the integrity of the IFMA branding program:

- Place the logo on a white background whenever possible.
- Place the logo on a very dark color background when white is not an option. Use the appropriate artwork file (Neteya) designated for a dark background.
- Do not place the logo in a square, rectangle, triangle, circle or any other shape. Do not add lines above or below the logo.
- Do not rotate or skew the logo.
- Do not alter the logo artwork in any way.
- Do not add any other elements to the logo.
- Do not change the colors of the logo.

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IFMA Brand Standards Guide | Version 1.0 | 11-16-14
The IFMA Brand Architecture

IFMA Corporate Logo
Sets the standard.

IFMA Chapter Logo
Now incorporates the Chapter Name with the IFMA logo.

IFMA Council Logo
Now incorporates the Council Name with the IFMA logo.

IFMA Allied Partner Logo
Now includes the new IFMA logo.

IFMA Credentials Logos
Remain the same.
Attachment B

IFMA Responsibilities

Upon the effective date of the Agreement and for the term of the agreement, IFMA’s responsibilities will be as follows:

- IFMA will provide unlimited licenses of EOFM Online to Licensee’s each enrolled students at a California Community College Institution for the duration of the college course.

- IFMA will provide an Instructor Kit for each instructor teaching the course that will include an Instructor’s Guide and slides for discussion.

- IFMA will schedule a webinar before each semester that provides guidance on IFMA Learning Models and best practices of Instruction. IFMA will record the webinar and provide access to the instructors who are unable to attend the webinar.

- IFMA will provide results of the student’s assessments for student and institution records.

- IFMA will provide any updates to EOFM, Instructor Guides and Slides at no additional charge from the initial payment.

- IFMA will provide marketing support to include collateral/marketing development.
Attachment C

Registered Instructor Process: Essentials of Facility Management

Thank you for your interest in becoming a registered instructor of IFMA’s Essentials of Facility Management (EOFM) course. Individuals who wish to teach IFMA EOFM course materials must meet the criteria as detailed below.

Essentials of Facility Management instructor candidate must:

1. Register intent to teach the EOFM courses with IFMA;
2. Be an IFMA member in good standing;
3. Number/years of FM experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Management Master’s Degree or Bachelor’s Degree from an IFMA Accredited Degree Program</td>
<td>3 years</td>
</tr>
<tr>
<td>Related Bachelor’s Degree*</td>
<td>4 years</td>
</tr>
<tr>
<td>Non-related Bachelor’s Degree or Associate Degree</td>
<td>5 years</td>
</tr>
<tr>
<td>Some Post-secondary Education</td>
<td>8 years</td>
</tr>
</tbody>
</table>

*Related degrees include, but are not limited to: facility management, business, architecture, interior design, building construction, construction management, engineering and property management.

4. Provide one (1) recommendation from an IFMA Qualified Instructor, an IFMA board member, an IFMA Fellow, a current FMP’s, SFP’s or CFM’s or provide two (2) references (name, company, email) from recent instructing engagements.
5. Become familiar with the enhanced course materials and pass all module assessments.
6. Attend virtual review with an IFMA Qualified Instructor within first 12 months of registration.
7. Sign an Instructor Agreement, Nondisclosure Agreement and a Proprietary Interest Release Agreement. (see Instructor Handbook, Attachment B of the Instructor Agreement, to review the for the Nondisclosure Agreement and a Proprietary Interest Release Agreement)

NOTE: Individuals who wish to teach any of the following subject matter areas as a consultant, for a training company, as an in-house corporate instructor, for a chapter or council, etc., must become an IFMA-qualified instructor.

- Facility Management Professional (FMP®)
- Sustainability Facility Professional (SFP®)
- CFM® Exam Prep Workshop
- Facility Management Learning System (FMLS)

For more information, please go to http://ifmacredentials.org/ifma-qip.
Prior to teaching any workshops, instructors must complete the self-study program and final assessments.

After the instructor successfully completes the online self-study modules and assessments, IFMA will release the instructor slides, facilitator guide and instructor portal password. Instructors will be required to maintain their registered-instructor status by signing instructor agreement forms through IFMA Headquarters every December. Instructors should be aware that additional steps such as instructor meetings and additional training seminars may be adopted at any time as a requirement to maintain their active status.

IFMA reserves the right to monitor instructors at any time to ensure the quality of its educational offerings.

In the event that there is a breach of confidentiality or copyright, IFMA reserves the right to discontinue the individual’s status as a registered instructor.

Registered instructors that have not gone through IFMA’s Train-the-Trainer program to be an IFMA Qualified Instructor, cannot advertise, promote or imply they are approved, endorsed, qualified, etc., by IFMA.
Essentials of FM: Registered Instructor Application

3. Select the option that most closely reflects your education level and FM work experience.

<table>
<thead>
<tr>
<th></th>
<th>3 years</th>
<th>4 years</th>
<th>5 years</th>
<th>6 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility management bachelor's degree or higher from an IFMA Accredited Degree Program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related bachelor's degree</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Non-related bachelor's degree or associate degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some post-secondary education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Please provide one (1) reference from an IFMA Qualified Instructor, an IFMA Board member, an IFMA Fellow, a current FMP, SFP or CFM – OR – two (2) reference from a recent instructing engagement.

Please note, we will contact your references with a request to complete a brief survey.

Reference #1 (name, company, email):

Reference #2 (name, company, email):

Next steps:

Thank you for completing your registered instructor application. Once we have reviewed your application, we will contact you. Please note, your application is not complete until you have successfully completed the workshop series and assessments and signed an instructor agreement.

For additional information or complete details regarding the registered instructor process, please contact Laveme Deckert at laveme.deckert@ifma.org.
Attachment E

INTELLECTUAL PROPERTY RIGHTS AND NONDISCLOSURE AGREEMENT

IFMA owns unlimited, exclusive rights to all works, including literary works, pictorial, graphic and sculptural works, architectural works, works of visual art and any other work that may be the subject matter of copyright protection: advertising and marketing concepts; information; data; code; formulas; designs; models; drawings; computer programs, including all documentation, related listings, design specifications, and flowcharts; trade secrets; and any inventions, including all processes, machines, manufactures and compositions of matter and any other invention that may be the subject matter of patent protection; and all statutory protection obtained or obtainable thereon. IFMA therefore assumes all worldwide rights, title and interest in and to intellectual property created, made, conceived, reduced to practice or authored in connection with the performance of this assignment or with the use of information, materials or facilities of IFMA. IFMA shall be free to make, have made, use, offer for sale, sell, modify, translate and import products utilizing all intellectual property.

Contractors and sub-contractors understand and agree that all materials submitted become the property of IFMA. Contractors and sub-contractors agree that all materials produced for the course, including second and subsequent editions, if any, updates, supplements, derivatives, in whatever medium (the “work”) will be considered a work made for hire, as that term is defined in the federal copyright statute; that as such, IFMA will be considered to be the author of the work and will own all rights, title and interests in the work, including the right to copyright it; and that contractor will cooperate as necessary with IFMA in assisting IFMA to secure copyright in its own name in the work. Contractors and sub-contractors will not offer the same course to any other person or entity, for compensation or without compensation, without the express written permission of IFMA. Contractors and sub-contractors represent and warrant either that the work is his/her own original work or in the public domain or that Contractor has secured the necessary permissions to use works copyrighted by others. Contractor agrees to defend, indemnify and hold harmless IFMA for breach of this warranty.

IFMA instructors are provided with course materials for the sole of purpose of teaching IFMA courses. They are not at liberty to conduct a course unless they are an IFMA qualified instructor. Instructors agree to not revise course content and pertinent presentation materials without expressed written consent of IFMA.

Any parties in possession of IFMA course materials, such as previous course participants, also agree to abide by this agreement.

Instructor’s Printed Name

Instructor’s Signature                      Date

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Attachment F

PROPRIETARY INTEREST RELEASE AGREEMENT

Disclosure
Existing proprietary interests of providers will be disclosed during contractual arrangements. Providers' existing proprietary interests must be listed in the contract prior to contract execution. If proprietary content of the provider is used to produce contracted deliverables for IFMA, IFMA will make no claim to this content if disclosed as provider proprietary interests in the contract.
Examples of appropriate disclosures are the following:

"The Instructor holds patent rights to this instrument". "The Instructor has a financial interest in this instrument". "The Instructor is a consultant to the (name of company)".
"The Instructor owns more than 10% of stock in (name of company)".

A disclaimer of proprietary interest may be appropriate, especially if such interests are unclear. An example of an appropriate disclaimer follows:

"The Instructor has no proprietary interest in the development or marketing of this instrument, and no financial interest in the (name of company)".

Representation
Provider proprietary interests will be appropriately referenced in instructional materials published by IFMA. IFMA retains the right to review and approve the branding of any proprietary interests included in the contracted deliverables. Provider branding is limited.
Providers will not promote the exclusive use of any commercial product in published instructional materials or during instruction. Provider discussion of their proprietary interests during instruction is limited to relevant contexts and includes consideration of alternative products or companies that are comparable to the provider's.

Instructor's Printed Name

Instructor's Signature Date
WHEREFORE, the parties have executed this Agreement to be effective as of the date first set forth above.

Licensee

Signature
Joseph Quintana

Print
Chief Operating Officer
Title
Jan 26, 2017
Date

Licensee

Signature
John O’ Sullivan

Print
VP of Accounting
Title
Jan 27, 2017
Date

IFMA

Signature
John M. Wagnon

Print
Global Account Manager
Title
1/23/2017
Date
Attachment 2
Operating agreement

1. The College receives an unlimited number of licenses to use the Essentials of Facility Management (EoFM) software on campus for training and research, instruction, or administration. IFMA/FCCC may change these terms at any time.

2. The College may offer EoFM as a standalone course, as part of an Associate Degree or Certificate program, or as a contract education offering to meet Talent Pipeline needs as defined by the Regional Advisory Council. Additionally, Colleges may contract with IFMA to offer the Facility Management Professional (FMP) course, hosted at the College or other appropriate venue and conducted by IFMA-qualified instructors. Any fees for materials and/or instruction for EoFM or FMP are separate from this Support Agreement.

3. Each participating college must request training licenses for the campus. The Foundation will authorize requested quantity of site training licenses. Each selected College shall assign an instructor and an administrative lead (Campus Coordinator) to fulfill the following responsibilities:

   o Join the Regional Advisory Council and participate in Regional Talent Pipeline Solutions Workshops to inform Facility Management curriculum
   o Lead program development to integrate EoFM and other course offerings including those available from IFMA into a certificate, degree, and/or contract education program that meets the needs defined by the Regional Advisory Council
   o Subscribe to the EoFM license through the Foundation for California Community Colleges
   o Prepare and submit necessary documentation to gain curriculum approval at appropriate levels within the California Community College System
   o Prepare and submit necessary documentation for approval by College leadership and Board of Trustees as required to schedule and offer courses within the program
   o Secure funding for Talent Pipeline development, assisted by the Program Director (Chaffey College)
   o Perform or manage those functions required to assure student success in the Talent Pipeline, including but not limited to career awareness, career preparation, work experience, and other knowledge and skills necessary to gain employment and begin a successful career in Facility Management
   o Make program and course adjustments as agreed by the Regional Advisory Council
   o Collect and report metrics for each credential program for review in the Regional Advisory Council’s quarterly meetings and annual report

4. All registration codes, passwords, and access for the IFMA Training must be kept secure and confidential. Login information may be shared as needed with IT staff or instructors who need a specific program.

5. The college cannot allow the software to be used commercially or for profit or private gain.
6. All technical support inquiries must be directed to the administrator (Foundation) who will then contact IFMA.

7. Chaffey College manages a statewide Operating Agreement in collaboration with IFMA to provide support for the College including, but not limited to:
   - An Annual Program jointly developed by the College, IFMA Chapter, and major employers to set goals and assure clear responsibilities among all parties
   - A Regional Advisory Council to support development and implementation of the Annual Program
   - Employer engagement for internships, and other work experience opportunities
   - Liaison with local IFMA chapters for site visits, guest speakers, and student memberships to the chapter
   - A copy of the Operating Agreement is available through Chaffey College. Contact Jim Caldwell at jcaldwell@workforceincubator.org.