

DATE SUBMITTED 03/09/2026  
 SUBMITTED BY Human Resources  
 DATE ACTION REQUIRED 03/18/2026

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT:	DISCUSSION/ACTION: 1. Approval and execution of Service Learning Agreement between San Diego State University and City of Imperial.		
DEPARTMENT INVOLVED: Human Resources			
BACKGROUND/SUMMARY: The City of Imperial is requesting the Council's consideration for approval to move forward with the execution of the Service Learning Agreement between San Diego State University (SDSU) and City of Imperial.  With this executed Service Learning Agreement the City of Imperial will be an internship site for SDSU students, which supports local students to gain experience in a municipal setting. Students will be able to complete an unpaid internship for SDSU course credit.			
FISCAL IMPACT: NOT TO EXCEED There is no fiscal impact associated with this action.		FINANCE INITIALS	<u>VMS</u>
STAFF RECOMMENDATION: Recommendation to approve the execution of the Service Learning Agreement and the City of Imperial.		DEPT. INITIALS	<u>KWS</u>
MANAGER'S RECOMMENDATION: Approve Staff Recommendation		CITY MANAGER'S INITIALS	<u>OTM</u>
MOTION:			
SECONDED:	APPROVED ( )	REJECTED ( )	
AYES:	DISAPPROVED ( )	DEFERRED ( )	
NAYES:	REFERRED TO:		
ABSENT:			

## Service-Learning Agreement University and Learning Activity Site

This agreement entered into by and between the Board of Trustees of the California State University on behalf of San Diego State University, ( IVC / Department(s) Division of Professional Studies ), referred to as "University," and City of Imperial, referred to as "Learning Activity Site."  
(Legal entity name)  
Each of the undersigned may be referred to individually as a "Party" and collectively as the "Parties."

### I. General Provisions

#### A. Program Activities

1. The Learning Activity Site will provide the University's student(s) with a student-focused learning experience that also meets the stated needs of the Learning Activity Site.
2. The Learning Activity Site and the University will meet as necessary to facilitate a mutually beneficial experience for all involved, or at the request of any of the parties involved.
3. The University will work closely with the Learning Activity Site to meet the expectations and priorities of the Learning Activity Site as well as the student outcomes.

#### B. Safe and Productive Learning Environment

1. To achieve its desire to provide a safe and productive environment for the University's student(s), the Learning Activity Site will:
  - a. Give student(s) a tour of the site as necessary and provide information regarding all emergency procedures.
  - b. Provide information on the unique nature of the population of the program.
  - c. If appropriate, discuss with students the reasonably foreseeable risks associated with the Learning Activity Site and the tasks and responsibilities the student(s) have been assigned.
  - d. Determine IF a student(s) must be fingerprinted. If fingerprinting is necessary, the Learning Activity Site will obtain the fingerprints, request criminal background clearance from the appropriate agency(ies), and maintain the confidentiality of any results as required by federal or state law.
  - e. Notify the University's supervising faculty as soon as is reasonably possible of any injury or illness to a student(s) participating in a learning activity offered by the Learning Activity Site.
  - f. Agree that Learning Activity Site is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". Learning Activity Site is familiar with and informed about the Centers for Disease Control and Prevention ("CDC") current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. Learning Activity Site, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed, or updated, Learning Activity Site will take steps to comply with the modified, changed, or updated guidelines or directives. If at any time Learning Activity Site becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the University of that fact.

2. University will advise the student(s) of following:

- a. To abide by Learning Activity Site rules and regulations while on site and working with Learning Activity Site clients.
- b. That his/her interactions with clients are expected to be appropriate.
- c. To maintain the confidentiality of the Learning Activity Site’s proprietary information, records and information concerning its clients.

**II. Structure and Support of Service-Learning Student(s)**

- A. **Site Supervision.** Prior to the start of the learning activity, the Learning Activity Site will inform the student(s) who will be responsible for their supervision and safety while on site. The supervisor will meet with the student(s) as necessary to facilitate the student(s) learning experience and professional development, provide support and review progress on assignments and activities. The supervisor will communicate as necessary during the semester with the University staff or faculty member who assigned the learning activity.
- B. **Training and Orientation.** The Learning Activity Site will provide student(s) with a general orientation and any specific training needed prior to their working with clients or providing service.
- C. **Workspace.** Student(s) will have an appropriate space at the Learning Activity Site site in which to conduct their assigned work. The Learning Activity Site will provide access and training for any and all equipment necessary for student(s) to fulfill their service role.
- D. **Evaluation.** The Learning Activity Site supervisor will fill out survey(s) regarding quality of service performance of the student(s) if requested by the University or the student.
- E. **Payment (If Applicable – For paid positions only)** – The Learning Activity Site will pay student(s) according to applicable law including any required withholding and reporting whether payment is wage, stipend, or payment under a grant. If required by law, the Learning Activity Site shall consider student(s) employees and, as such, shall provide workers’ compensation insurance.

**III. Length of Agreement Term**

This agreement shall begin on the date of the final signature (Effective Date) and shall be for a period of five (5) years. Either Party may terminate the agreement after giving the other Party 30 days advance written notice of the intention to so terminate; provided further, however, that any such termination by Learning Activity Site shall not be effective against any student(s) who at the date of mailing of said notice by Learning Activity Site was participating in said program until such student(s) has completed the program as mutually agreed upon provided such student(s) is performing satisfactorily. If either Party wishes to terminate due to non-performance or failure to meet expectations, the Party requesting termination shall consult with the other Party to seek resolution prior to termination.

It is the responsibility of all parties to review the agreement annually to ensure that the agreement terms are current. Any changes to this agreement must be in writing via amendment and executed by all Parties.

**Notices**

All notices and correspondence herein provided to be given, or which may be given by either Party to the other, shall be sent to the following:

To Learning Activity Site:	<u>City of Imperial</u>
Mailing Address:	<u>420 S. Imperial</u>
City, State Zip:	<u>Imperial, CA</u>
Attention To:	<u>Human Resources</u>
Email Address:	<u>HR@imperial.ca.gov</u>

To University: San Diego State University  
5500 Campanile Dr.  
San Diego, CA 92182-1616  
cpm.sla@sdsu.edu  
Attention: Contract and Procurement Management  
With a notice to: Department Contact

The attached General Provisions, consisting of one page, is incorporated by reference and made a part of this agreement.

This document reflects my understanding of the relationship.

**LEARNING ACTIVITY SITE**

**THE BOARD OF TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY ON BEHALF OF SAN DIEGO STATE UNIVERSITY**

5500 Campanile Dr.  
San Diego, CA 92182

City of Imperial  
Learning Activity Site Name

Authorized Signature

Department Contact Signature

Print Name

Print Name

Date

Date

420 S. Imperial Avenue  
\*Street Address (no PO Box)

Department Chair or Designee Signature

Imperial, CA 92251  
City State Zip

Print Name

HR@imperial.ca.gov  
Email

Date

760-355-3807  
Phone

Associate Dean or Designee Signature

760-355-0306  
Fax

Print Name

Human Resources Department  
Site Contact Name

Date

\*If students may be participating in service learning at a location other than listed above, please add additional location information on page 5

Contract and Procurement Management Signature

Print Name

Date

## General Provisions

### Indemnification

The Learning Activity Site shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. San Diego State University shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the Learning Activity Site and the University that the provision of this paragraph be interpreted to impose on each Party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.

### Insurance

The Learning Activity Site shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000.00 minimum limit for each Occurrence and minimum limit of \$2,000,000.00 General Aggregate, as mutually agreed upon for this placement.

The State of California has elected to be self-insured for its vehicle liability and Workers' Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

The University shall provide professional and personal general liability coverage for students performing community service or volunteer work for academic credit, through the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). The coverage limits under this program are \$2,000,000.00 for each Loss and \$4,000,000.00 Aggregate for all Covered Parties, and not per student. Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy, shall be named as an additional insured.

The University shall provide professional, personal general liability, and educator's errors and omissions liability coverage for students enrolled in a professional practicum, social welfare, social work or educational credential program who also community service or volunteer work for academic credit, through the Student Professional Liability Insurance Program (SPLIP). The coverage limits under this program are \$2,000,000.00 for each Loss and \$4,000,000.00 Aggregate for all Covered Parties, and not per student. Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy, shall be named as an additional insured.

### Status of Students

Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of the University.

### Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, Learning Activity Site shall comply with any state or federal law applicable to Learning Activity Site's performance under this Contract.

### Assignments

Without written consent of the CSU, this agreement is not assignable by the Learning Activity Site either in whole or in part.

### Agreement Alterations & Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

### Endorsement

Nothing contained in this Agreement shall be construed as conferring on any Party hereto any right to use the other Party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Agreement shall be construed as endorsement of any commercial product or service by the University, its officers or employees.

### Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

### Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

### Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any Party hereto that is not embodied herein, and no Party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

ADDITIONAL LEARNING ACTIVITY SITE LOCATIONS  
(Required only if students may participate in service learning at multiple locations)

City of Imperial - Library  
Location Name (if other than Legal Business Name)

200 W. 9th Street  
Street Address (no PO Box)

Imperial, CA 92251  
City State Zip

HR@imperial.ca.gov  
E-mail

760-355-3807  
Phone

Human Resources Department  
Site Contact Name

City of Imperial - Community Development  
Location Name (if other than Legal Business Name)

400 S. Imperial Ave., Suite 101  
Street Address (no PO Box)

Imperial, CA 92251  
City State Zip

HR@imperial.ca.gov  
E-mail

760-355-3807  
Phone

Human Resources Department  
Site Contact Name

City of Imperial - City Shop & Wastewater Treatment Plant  
Location Name (if other than Legal Business Name)

701 E. 14th Street  
Street Address (no PO Box)

Imperial, CA 92251  
City State Zip

HR@imperial.ca.gov  
E-mail

760-355-3807  
Phone

Human Resources Department  
Site Contact Name

City of Imperial - Parks and Recreation  
Location Name (if other than Legal Business Name)

101 E. 4th Street  
Street Address (no PO Box)

Imperial, CA 92251  
City State Zip

HR@imperial.ca.gov  
E-mail

760-355-3807  
Phone

Human Resources Department  
Site Contact Name

City of Imperial - Water Treatment Plant  
Location Name (if other than Legal Business Name)

201 S 'B' Street  
Street Address (no PO Box)

Imperial, CA 92251  
City State Zip

HR@imperial.ca.gov  
E-mail

760-355-3807  
Phone

Human Resources Department  
Site Contact Name

\_\_\_\_\_  
Location Name (if other than Legal Business Name)

\_\_\_\_\_  
Street Address (no PO Box)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Site Contact Name

**Signature:** Samuel Palma

Samuel Palma (Mar 4, 2026 15:29:54 PST)

**Email:** [spalma@sdsu.edu](mailto:spalma@sdsu.edu)