

Organization: Columbus City Council

2025-2026

Memorandum of Agreement

This Memorandum of Agreement ("Agreement") is made as of 07/01/2025, by and between the John Glenn College of Public Affairs at The Ohio State University (hereinafter referred to as "JGCPA"), 110 Page Hall, 1810 College Road South, Columbus, OH 43210, and the Columbus City Council hereinafter referred to as COUNCIL.

WHEREAS COUNCIL has agreed to provide operating support for one graduate assistant(s) at JGCPA, the parties agree as follows:

1. This position will consist of one paid assistantship(s) for (a) graduate student(s) from the JGCPA. The work location for the student(s) will be at the Columbus City Hall, 90 West Broad Street, Columbus, Ohio, 43215. This position is responsible for delivering assistance with research, data analysis, and writing reports and other duties related to furthering the mission as assigned. This agreement is for the 2025-2026 academic year.
2. The graduate assistant selected for this opportunity must be a graduate student, enrolled full-time in one of the John Glenn College graduate programs during the regular academic year.
3. The graduate assistant will work part-time (not more than 20 hours per week) during the fall and/or spring semesters, or a total of 320 hours per semester. Only first year students will have the potential to work part-time or full-time during the summer following their first year. PhD students continuing in the program have the potential to work multiple summers if they are selected to receive an assistantship.
4. During the regular academic year, the graduate assistant will begin work no later than the first day of class fall semester and will complete work no later than the last day of finals week spring semester. The graduate assistant will not work during all regular University breaks and holidays during the academic year. (Please see Appendix A for a timeline with specific starting and ending dates). Vacation days during the academic year will typically coincide with the University holiday and break schedule. Other days off could be negotiated if the supervisor is willing to adjust the graduate assistant's schedule so that all required hours are worked during the period of appointment.
5. For summer appointments, the assistant may attend class and work 20 hours per week (260 hours) or 30 hours per week (390) with the permission of the Graduate Studies Chair. Alternatively, the assistant may not attend class and work either 20 (260 hours), 30 (390), or 40 hours per week (520 hours). The graduate assistant will begin work no later than the first day of summer term and will complete work no later than the last day of summer term finals week. (See Appendix A)

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6. The graduate assistant will be subject to all relevant organizational personnel policies and procedures while employed at COUNCIL. The organization may release the graduate assistant for cause at any time after consultation with the JGCPA Director of Student Services. In most circumstances, termination will occur at the end of the applicable semester in order to not disrupt the academic calendar for the graduate student unless special circumstances exist.
7. COUNCIL will be financially responsible for remitting payment to reimburse the JGCPA for all graduate assistant’s stipends, benefits, and administrative overhead. The JGCPA will be financially responsible for covering the cost of staff administrative time to administer the program and all graduate assistant’s tuition and associated fees.
8. The JGCPA will prepare invoices for the Autumn and Spring terms based upon the number of graduate assistants and the costs detailed in Appendix B. If a summer term appointment is negotiated, an invoice will be prepared and sent to the organization the first week in May based upon the mix of students and hours selected. Payment is expected to be received by May 31.

Appointment Period	Invoice Issue Date	Payment Due Date	Invoice Amount
Autumn Term	September 1	September 30	\$15,214
Spring Term	February 1	March 2	\$15,214
Summer Term	June 1	June 30	Based upon students and hours

9. The COUNCIL will be required to provide the JGCPA Director of Student Services with an evaluation of each graduate assistant at the end of each semester.
10. The commitments in this agreement will continue until August 1, 2026. Either Party may terminate this Agreement by giving written notice to the other Party thirty (30) days in advance of the termination date. If the organization terminates the agreement before the end of the stated period, the organization must make payment in full up for the applicable academic term. If a breach occurs and the breaching Party fails to cure it within a reasonable period of time, this Agreement will terminate at the close of business on the 30th day following receipt of written notice. If the breaching party is the organization, payment in full for the applicable period will be due on the date of termination.
11. Neither Party shall use the name of the other Party in any advertisement or in public statement of any kind, or in any medium, without first obtaining the written permission of the Party whose name is used.

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12. This Agreement is the entire understanding of the Parties on its subject matter and supersedes all prior oral and written agreements with respect thereto. It may be amended only by a writing signed by both Parties specifically stating intent to amend this Agreement.
13. Written notices required to be given by this Agreement shall be directed to the representatives of the parties listed below.
 - a. For the John Glenn College:

Dr. Trevor Brown, Dean
John Glenn College of Public Affairs
1810 College Road
Columbus, Ohio 43210
 - b. For COUNCIL:

Matt Erickson
Director, Legislative Research Office
Columbus City Council
90 West Broad Street
Columbus, Ohio 43215
14. The COUNCIL may not assign its rights and duties under this Agreement unless granted prior written permission, which may be given or withheld at the JGCPA's sole discretion.
15. This Agreement shall be interpreted according to the laws of the state of Ohio. Any actions, suits, or claims that may arise pursuant to this agreement shall be brought in a court of competent jurisdiction in the state of Ohio.
16. If COUNCIL is a State agency, accordingly the provisions of this contract are not valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. COUNCIL is not obligated to pay for services performed prior to such OBM certification.
17. As a state agency, COUNCIL is prohibited from awarding a contract for supplies or services, funded in whole or in part with federal and/or state funds, to a business or person who appears on any department list. Current lists include but are not limited to the: (1) Federal List of Excluded Parties Listing System, located at <http://epls.arnetgovi>, (2) Ohio Department of Transportation Debarred List, Located at <http://dotstate.oh.us>, or (3) DAS Debarment List, located at www.ohio.gov/procure. If the JGCPA appears on any of these debarment lists or other lists established by a Federal, State, or local government agency subsequent to the award of this contract, the JGCPA shall immediately notify COUNCIL of such development(s).
18. This arrangement is being entered into under the assumption that JGCPA does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability on employment or in providing services. The JGCPA agrees to abide by State and

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applicable Federal nondiscriminatory policies while performing services under this contract, including Ohio Revised Code § 125.111(B), which provides that all organizations from whom the state or any of its political subdivisions make purchases shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as referred to in division (E) (1) of Section 122.71 of the Revised Code.

19. The graduate assistant will be required to certify that while working on state property, the graduate assistant will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way pursuant to § 123:1-76-12 of the Ohio Administrative Code.
20. The graduate assistant will not be considered an employee of COUNCIL for all purposes, including but not limited to the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contribution Act, the provisions of the Internal Revenue Code, Ohio tax law, workers' compensation law and unemployment insurance law.
21. The graduate assistant is not entitled to Worker's Compensation or other employee benefits offered by COUNCIL. COUNCIL will not be held liable for injuries received while working because of the negligence of the student or third party.
22. The JGCPA certifies that the acceptance of this contract will not violate the provisions of the Ethics law pursuant to §102.03 of the Ohio Revised Code.
23. If the agreement is with a State agency, JGCPA affirms that it has read and understands Executive Order 2011-12K issued by Ohio Governor John Kasich and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.

Signature page follows:

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WITNESS, the parties hereto have executed this Agreement as of the day, month, and year first above written.

For The Ohio State University

DocuSigned by:
Joseph Scott Scribner
97BD76DAF4694FB

Scott Scribner, Grants & Contracts Specialist
John Glenn College of Public Affairs

07/24/2025

Date

For the COUNCIL

Toya Johnson
City Clerk

Date

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Appendix A

2025-2026 Work Schedule

Fall Semester 2025

August 26, 2025 – December 18, 2026

Graduate Associate works an average of 20 hours/week

Spring Semester 2026

January 12, 2026 – May 5, 2026

Graduate Associate works an average of 20 hours/week

Summer Term 2026

May 11, 2026—August 5, 2026

Graduate Associate works an average of 20 hours/week, 30 hours/week, or 40 hours/week

University Holiday and Break Schedule

Labor Day	September 1, 2025
Autumn Break	October 16 - 17, 2025
Veterans Day	November 11, 2025
Thanksgiving Break	November 26- 28, 2025
Winter Break	December 19, 2025 - January 11, 2026
Martin Luther King Day	January 19, 2026
Spring Break	March 16 - 20, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 3, 2026
Summer Break	May 6, 2026-August 17, 2026

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Appendix B

ACADEMIC YEAR COSTS

ITEM	UNIT COST	TOTAL AGENCY COST (per graduate assistant)	TOTAL JGCPA COST (per graduate assistant)
Stipend - Part-Time Masters Student (\$2,682/mo)	\$ 24,138	\$ 24,138	-
Benefits (14.6%) - Part-Time Masters Student	\$ 3,524	\$ 3,524	-
10% surcharge for administrative overhead - Part-Time Masters Student	\$ 2,766	\$ 2,766	-
Tuition and fees - \$7,076/semester	\$ 14,152	-	\$ 14,152
TOTAL - Masters Student GA	\$ 44,580	\$ 30,428	\$ 14,152

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Appendix B - Continued

SUMMER TERM ESTIMATED COSTS

ITEM	UNIT COST	TOTAL AGENCY COST (per graduate assistant)	TOTAL JGCPA COST (per graduate assistant)
Stipend - Part-Time Masters Student (\$2,682/mo) - Full-Time Masters Student (\$5,364/mo)	\$ 8,046 \$ 16,092	\$ 8,046 \$ 16,092	-
Benefits (15.8%) - Part-Time Masters Student - Full-Time Masters Student	\$ 1,271 \$ 2,541	\$ 1,271 \$ 2,541	-
10% surcharge for administrative overhead - Part-Time Masters Student - Full-Time Masters Student	\$ 932 \$ 1,863	\$ 932 \$ 1,863	-
Tuition and fees (if applicable) (\$7,076/semester)	\$ 7,076	-	\$ 7,076
TOTAL - Part-Time Masters Student - Full-Time Masters Student	\$ 17,325 \$ 27,572	\$ 10,249 \$ 20,496	\$ 7,076