



## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is entered into as of \_\_\_\_\_, 2020 between The District Board of Trustees of Broward College, Florida ("College") and the City of Fort Lauderdale ("Municipality" or "City") (collectively, the "Parties").

### **I. BACKGROUND**

The City finds that it is in the public's health, safety and welfare to make the City a secure, clean and desirable place to live, work and visit by providing a continually improving wide range of city services; to encourage a community that retains and promotes employment opportunities, economic growth and improved quality of life, where people of diverse cultural backgrounds and incomes peacefully interrelate.

The College provides higher education and technical and occupational training for the residents of Broward County. As the first public higher education institution in the county, the College functions as the principal provider of undergraduate higher education for the residents of Broward County. Where appropriate, these programs are articulated with the public school system, area vocational schools, and upper-level institutions to ensure that students can move smoothly from one system to another.

Serving as the principal entry level institution for higher education in its district, the College is also a source of cultural enrichment; a resource for community development, business, and industry; and an avenue for continued skill upgrading and enhancement, and retraining. As a public comprehensive state college, the College serves as a significant leader of America's effort to enhance higher education.

### **II. PURPOSE**

The College and the Municipality enter into this MOU for the purpose of establishing a framework for a relationship under which the College and the Municipality will cooperate in the areas mutually beneficial to both Parties.

### **III. GENERAL TERMS**

This MOU does not obligate the College or the Municipality to any expenditure of funds. The duration of this MOU is two years from the date of signing. It may be renewed for an additional two years by written mutual consent by the Parties. Each Party may withdraw from this MOU by providing 60 days written notice.

The Parties shall be considered independent contractors and nothing contained herein shall be interpreted to establish any relationship other than that of an independent contractor between the Parties and their respective employees, agents, subcontractors or assigns, during or after the term of the MOU. Both Parties are free to enter into agreements with other Parties for similar services.

The Parties to this MOU shall not discriminate against any employee or participant regarding responsibilities and obligations under this MOU because of race, age, religion, color, gender, national origin, marital status, disability,

sexual orientation or any other basis prohibited by law. Nor shall the Parties deny participation in or benefits arising out of this MOU to any student, employee or participant or otherwise subject anyone to discrimination in any activity hereunder. The Parties shall take all measures necessary to effectuate these assurances.

Each Party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this MOU.

#### **IV. SCOPE**

The goal of this MOU is to connect municipal services to education. Areas of cooperation may include, but will not be limited to the following:

1. Design and deliver College on-site workshops, courses and programs for City residents as outlined in Appendix A.
2. Deliver certification training at identified City location(s) aligned to employment within the area.
3. Develop access strategy for City residents and employees for College degrees and certifications as outlined in Appendix A.
4. Build a college and career readiness campaign for City residents and employees.
5. Create entrepreneurial programming for City residents as outlined in Appendix A.
6. Provide TRIO Educational Opportunities Center (EOC) services for qualifying City residents as outlined in Appendix A.
7. Create an internship program for the City as outlined in Appendix A.
8. {part of internship}{part of grant program opportunities}Explore data sharing opportunities to measure overall impact of initiatives designed to promote social mobility in economically distressed communities as outlined in Appendix A.
9. Explore grant collaboration opportunities in support of shared education and economic development goals of the City and College.

#### **V. THE COLLEGE'S RESPONSIBILITIES**

Provide a single point of contact for connecting the City to the capabilities outlined above and in Appendix A.

#### **VI. THE MUNICIPALITY'S RESPONSIBILITIES**

Provide a single point of contact for connecting the College to the capabilities outlined above and in Appendix A.

College

Municipality

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## Appendix A

Broward College and City of Fort Lauderdale

### IV. Purpose and Scope

To connect City of Fort Lauderdale residents and employees to educational opportunities, Broward College and the City of Fort Lauderdale have outlined areas of cooperation that may include, but are not limited to the following:

#### **Broward College will:**

1. Design and deliver Broward College on-site workshops on college and careers for residents including but not limited to the following areas:
  - a. Funding for College
    - i. FAFSA Workshops
    - ii. Scholarship Search
    - iii. Work/School/Life Balance
  - b. Career Exploration and Development
    - i. Careers and the New Economy
    - ii. Picking a Major to Meet your Needs
  - c. College Readiness
    - i. On-Line Student Strategies
    - ii. Academic (math, reading, writing) Refresher Workshops
    - iii. Study Skills and Time Management Workshops
    - iv. Accelerate your Degree with Credit for Prior Learning
2. Deliver education programs and in-demand certifications for on-site delivery for residents of the City of Fort Lauderdale.
  - a. Analyze business climate and local employer needs
  - b. Deliver credit and non-credit training options that lead to employment, including but not limited to
    - i. MS Excel Certificate
    - ii. MS Data Analysis
    - iii. Project Management
    - iv. Lean Six Sigma Certifications
    - v. QuickBooks
    - vi. Supply Chain Management
    - vii. Mini MBA (Mastery Business Applications)
    - viii. IT Programs
    - ix. English Language Acquisition (ESOL)
3. Deliver training to City of Fort Lauderdale employees including but not limited to:
  - a. Technology: Microsoft Office i.e. Excel, Power Point
  - b. Language Acquisition

- c. Lean Six Sigma Certification
- d. Project Management
- e. Trade certifications
- f. Managerial development
- g. Apprenticeship programs

Training for City of Fort Lauderdale employees provided under this section may be subject to a fee. If this programming is requested by the City of Fort Lauderdale, the Parties will enter into a separate agreement setting forth the terms and conditions for any such training activities.

4. Create entrepreneurial programming for City of Fort Lauderdale residents.
  - a. Partner with Minority Business Development Center with the Broward College Entrepreneurship Initiative and Innovation Hub at Broward College.
  - b. Deliver a Start Up Now Accelerator in the City of Fort Lauderdale for a cohort of residents.
  - c. Offer Entrepreneur readiness workshops for residents.
5. Provide TRIO Educational Opportunities Center (EOC) services for qualifying Fort Lauderdale citizens.
  - a. Schedule TRIO College Access Bus visits when and where applicable by submitting requests online at [www.broward.edu/trio-eoc](http://www.broward.edu/trio-eoc)
    - i. TRIO EOC services are available to participants in the following zip codes: 33009, 33021, 33024, 33060, 33064, 33069, 33311, 33312, 33313, 33441, 33442 and high school seniors at Hallandale, McArthur, Stranahan, Dillard and Coconut Creek High Schools.
    - ii. TRIO EOC cannot recruit for Broward College or any other institution.

**The City of Fort Lauderdale will:**

1. Make City facilities available for Broward College to deliver trainings to include:
  - a. College and career readiness workshops
  - b. Certification trainings to residents and employees
  - c. Entrepreneurial workshops for residents
  - d. Focus group discussions on education and workforce training needs
2. Make residents and employees aware of the opportunity to participate in Broward College's education programs.
  - a. Externally promote program offerings delivered by Broward College on City property to residents by leveraging the City's communication channels.
  - b. Internally promote program offerings delivered by Broward College to employees through internal communication channels and meetings.
3. Clarify learning objectives of education programs in support of the City's strategic plan.

- a. Request business climate research specific to educational and workforce development goals established in the City's strategic plan.
  - b. Provide input on priority education programs in alignment with goals established by the City's strategic plan.
- 4. Prioritize certification programs for employees based on up-skilling interests and needs.
  - a. Provide input on highest demand certification trainings to meet employees' interests and support professional growth of the City's workforce.

**The City of Fort Lauderdale and Broward College will jointly be responsible for:**

- 1. Develop access strategy for City of Fort Lauderdale residents and employees for BC degrees.
  - a. Maximizing the City tuition reimbursement for tuition at Broward College, conduct college readiness workshop, career development and juggling college and work
  - b. Gap funding and access to resources, ie. CareerSource Broward training accounts, and scholarships
  - c. Outreach to residents for BC information sessions and selected workshops
    - i. Accelerate your Degree with Credit for Prior Learning Workshops
  - d. Provide Broward College information on degrees to City employees and parents
  - e. On-site courses for credit or certification
  - f. Establish a positive presence for City employees and community members
- 2. Work collaboratively with the Community Redevelopment Agency and City of Fort Lauderdale to program workforce training and pipeline for Redevelopment Area residents in and around hospitality, business/entrepreneurship, film/arts, and information technology.
- 3. Conduct community focus groups on education, co-develop appropriate questionnaire and share focus group results appropriate to the City of Fort Lauderdale and Broward College respectively, and work to support grass roots community building efforts and training needs of residents.
- 4. Create internship program for City of Fort Lauderdale.
  - a. Connect Broward College students to city government internships across a variety of departments.
- 5. Explore grant collaboration opportunities in support of shared education and economic development goals of the City of Fort Lauderdale and Broward College.
- 6. Explore data sharing opportunities to measure overall impact of initiatives designed to promote social mobility in economically distressed communities.