

May 22, 2023
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Manitowoc, WI 54220
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RE: Letter of Agreement regarding the Business Community Partnership Program

Dear City of Manitowoc,

We are pleased to offer you participation in Concordia University's Business Community Partnership Program. This Letter of Agreement outlines the terms of the partnership and should be signed and returned to Concordia University if the terms are acceptable.

Program Purpose:

The purpose of this partnership program is to create a mutually beneficial partnership between Concordia University and City of Manitowoc to strengthen education in the community by providing access and affordability to continuing education opportunities. The program will provide scholarship and professional development opportunities for City of Manitowoc employees.

Responsibilities:

- Concordia University will provide scholarship benefits to eligible employees of City of Manitowoc who are admitted to and take courses at Concordia University Wisconsin –through the official application and enrollment process
 - The scholarship amounts will vary from \$150 per course for adult accelerated undergraduate courses to \$200 per course for graduate programs, based on a three-credit course towards the tuition rate applicable to the chosen program, location, and delivery mode
 - The tuition savings will not commence until the start of the first full term after the effective date, and after the employee has submitted a scholarship form
 - A scholarship form will need to be completed and submitted each academic year.
 - The Business Community Scholarship Program is not retroactive to previous terms of enrollment before verification of the employee's eligibility
 - The scholarship is awarded only if there is successful completion of a course, and a withdrawal from the course will result in the loss of the scholarship
 - Eligibility for the tuition scholarship shall cease upon the termination of the Employee's employment with the named business

- Concordia University will bill the employees of City of Manitowoc directly, and it will be the employee's responsibility to pay all amounts incurred, including all tuition and fees incurred by the employee.

City of Manitowoc agrees to provide a liaison, that will directly work with Concordia University to organize events, verify employment eligibility, and other matters related to this program.

Please list liaison and contact information:

Concordia and City of Manitowoc mutually agree to conduct an annual review of the promotional opportunities (listed below) and number of participating employees.

The City of Manitowoc agrees to promote in the following ways,

Please select two (2) or more of the following:

- Host two (2) informational meetings (webinars, lunch n' learns, etc. – virtual or in-person) a year: Schedule a meeting with your employees and Concordia to introduce the partnership and explain its benefits
- Send company-wide emails at least twice a year: Send an email to all employees, introducing the partnership and outlining the benefits. Provide information on how employees can enroll and take advantage of the partnership
- Add partnership information to your employee or company portal. *If you require promotional materials in a certain format (.jpeg, PDF, etc.) please let us know*
- Distribute flyers or brochures: Print and distribute flyers or brochures that highlight the partnership and its benefits. You can distribute these materials in break rooms, common areas, or through interoffice mail. Print or digital flyers will be provided by CU
- Use social media: Utilize your company's social media channels to promote the partnership. Share posts that highlight the benefits and encourage employees to enroll
- Personal outreach: Reach out to individual employees who may benefit from the partnership and personally invite them to enroll. This can help to ensure that employees who may not otherwise have taken advantage of the partnership are aware of its benefits

All needed marketing materials such as but not limited to; flyers, email templates, postcards will be provided by Concordia.

Terms:

The standard term of this Letter of Agreement is two (2) years from the effective date. However, either party may terminate the partnership by providing written notice to the other party at least thirty (30) days before the anticipated termination date.

If this Letter Agreement expires, any employee enrolled at Concordia University before the expiration or termination of this Letter Agreement may retain the tuition savings under the scholarship for the duration of the current academic term.

City of Manitowoc and Concordia University agree that this program is non-exclusive and may collaborate with others in similar partnership programs.

Both Concordia University and City of Manitowoc will exercise reasonable care to preserve and protect the confidentiality of all information provided to the other regarding this Letter Agreement or any other proprietary and non-public information that either party becomes aware of or acquires during the performance of this Letter Agreement.

This Letter Agreement contains the entire and complete understanding of the parties as to the subject matter and supersedes any prior or contemporaneous understandings, agreements, discussions, or offers, whether written or oral, that the parties hereto may have had with respect thereto. This Letter Agreement shall be governed by the laws of the State of Wisconsin, with jurisdiction in the courts of Wisconsin, specifically Ozaukee County.



If the foregoing is acceptable to City of Manitowoc please sign and date this Letter Agreement and return it to Concordia University.

By: _____

Michael Uden, Ph.D. Vice Provost of Student Enrollment and Engagement Concordia University
Wisconsin

Accepted and Agreed to this ____ day of _____ 2023.

By: _____