



## MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding ("MOU")** is entered into as of the **Effective Date** (the "Effective Date," which shall be the date this MOU is fully executed), by and between the **City of North Miami**, on behalf of its **North Miami Public Library** (hereafter referred to as "NMPL") located in North Miami, FL 33161, and **The Florida International University Board of Trustees**, on behalf of **Florida International University's College of Communication, Architecture + The Arts - Ratcliffe Art + Design Incubator** (hereafter referred to as "FIU"). FIU is a member of the State University System of the State of Florida and is located in Miami, Florida.

FIU and NMPL are hereafter individually referred to as the "**Party**" or collectively as the "**Parties**." The Parties agree to explore the possibility of developing the highest quality programs to advance the needs of FIU and NMPL.

Both institutions recognize the following commonalities:

1. The compatibility of their missions and commitment to the educational attainment and growth of their students and constituencies; and,
2. The roles they each play in higher education and community engagement.

### Overview and Exploration of Collaboration:

FIU and NMPL aspire to sign a non-binding MOU as a way to explore a collaborative relationship based on the following potential educational opportunity: the development of a non-credit certificate-based learning course that will explore artificial intelligence/algorithms. The course would provide tools for community research and the engagement of a library system. Thus, the dialogue between FIU and NMPL would focus on the following variables:

1. FIU and NMPL agree to establish close communication to explore the current and emerging educational needs of FIU students and NMPL-affiliated constituencies.

2. FIU and NMPL agree to explore the feasibility – and varied formats – of launching professional development training programs and related consultations to meet current and future needs associated with the education of the NMPL community and other NMPL professionals.

Via the representatives indicated below, the Parties would encourage direct contact and cooperation among their faculty members and departments. The Parties agree to explore funding possibilities for any activity which might arise.

This MOU serves as an institutional framework for collaborative activities. Definitive, legally binding agreement(s) would need to be drafted and executed by the Parties in the case that the exploration of these areas leads to further developments and possible binding obligations. These agreements would need to be approved by authorities at each institution. *Nothing in this MOU shall be construed as creating any legal relationship or legally binding agreement between the Parties.*

Both Parties understand that financial arrangements under this MOU would have to be negotiated and would depend on specific activities and the availability of funds. Any expense incurred by either Party would be subject to individual agreements on a case-by-case basis. The Parties also recognize that intellectual property terms would need to be included in subsequent agreements, as appropriate. In addition, anyone teaching at FIU from NMPL must have the approved credentials; FIU is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** ("SACSCOC") and its faculty qualification guidelines represent a commonly accepted best practice for the academic qualifications of faculty. **Appendix A** identifies the faculty qualifications required by FIU.

This MOU is non-exclusive and will become effective on the Effective Date for a three (3)-year period. The MOU may be reviewed in a year-and-a-half (1.5) from the Effective Date to assess results.

This MOU may only be amended by mutual written consent of the Parties. The MOU may be terminated with at least 90 days' advanced written notice. Notices must be sent to the individuals and addresses indicated below:

**For NMPL:**

Georgette E. Spratling, MALS,  
MLIS  
Assistant Library Director

**For FIU:**

Prof. Neil Ramsay  
Research Associate, Ratcliffe-  
in-Resident

ALSC Co-Chair of the Library  
Services to Children and Their  
Caregivers Committee  
North Miami Public Library  
835 NE 132 Street  
North Miami, FL 33161

Co-Designer FIU Ratcliffe Art  
+ Design Incubator  
Florida International  
University - Biscayne Bay  
Campus  
Academic II Room 150  
3000 NE 151st Street  
North Miami, FL 33181

The Parties stipulate that the use of their respective brands, represented by their headings and logotypes, could only be used by a Party during the term of this MOU and with the previous and express written authorization of the other Party. This MOU does not authorize any one of the Parties to express him/herself on behalf of the other, either verbally or in writing or to act on each other's behalf.

This MOU shall be governed and construed under the laws of the State of Florida, United States of America, without regard to its principles of conflicts of law, with exclusive venue in the courts of Miami-Dade County, Florida.

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The individuals named below sign this MOU on behalf of their respective Parties and represent and warrant that they have the requisite authority to bind their respective Parties.

**City of North Miami:**

\_\_\_\_\_  
Anna-Bo Emmanuel, City Manager

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

\_\_\_\_\_  
Vanessa Joseph, Esq., City Clerk

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

**North Miami Public Library:**

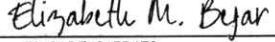
\_\_\_\_\_  
Paul Bazile, Library Director

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

\_\_\_\_\_  
Jeff P.H. Cazeau, Esq., City Attorney

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

**The Florida International University  
Board of Trustees:**

\_\_\_\_\_  
DocuSigned by:  
  
7943ADE481FB4E3  
Elizabeth M. Bejar, Ph.D.

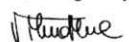
Provost, Executive Vice President  
and Chief Operating Officer

Date: May 28, 2025

\_\_\_\_\_  
DocuSigned by:  
  
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Brian Schriner, Dean  
College of Communications,  
Architecture + The Arts

Date: May 22, 2025

*Approved as to Form and Legal  
Sufficiency:*

\_\_\_\_\_  
DocuSigned by:  
  
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Vilma Mesa  
Associate General Counsel

Date: May 22, 2025

## **Appendix A** **Qualified Faculty Requirements**

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the institution gives primary consideration to the highest earned degree in the discipline.

The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Florida International University uses the following as credential guidelines when it defines faculty qualifications using faculty credentials:

- Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline
- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

As a Carnegie Doctoral University with Highest Research Activity (R1), Florida International University additionally credentials its faculty based on national/international juried research productivity within the discipline. The institution documents a faculty member's research contributions to the discipline as evidence of the faculty qualifications.

In extremely limited circumstances a faculty member may be credentialed based on a combination of educational experience, productivity in the discipline, and work experience. In these situations, the practical experience in the discipline must be at an executive level with a broad scope of national/international reach.