

This Memorandum of Understanding (“MOU”) clarifies the administration of an existing operating fund (“Fund”) at Towson University (“TU”). The *Mid-Atlantic CIO Forum Scholarship* (Foundation Project #35623) was created by the Mid-Atlantic CIO Forum (“Donor”) in 2005 through the Towson University Foundation, Inc. (“Foundation”). The following terms and conditions clarify the existing account agreement:

1. **NAME**: The name of the Fund shall remain the:

***Mid-Atlantic CIO Forum Scholarship***

2. **PURPOSE**: The purpose of this Fund shall be to provide scholarship support to full-time Towson University undergraduates studying Computer Science, Computer Information Systems, Information Technology, or e-Business. All applicants are required to meet the following Minimum Eligibility Criteria:
  - Full-time Sophomore, Junior, or Senior;
  - Majoring in Computer Science, Computer Information Systems, Information Technology, or e-Business; and
  - Submit a 500-word essay describing the applicant’s goals in the field of Information Technology and describe proactive initiatives to achieve these goals. Initiatives could include work experience applying IT skills or knowledge, either paid or volunteer; extracurricular participation in IT related organizations; departmental IT projects or competitions; class IT projects or other IT related activities.

The Program Director shall establish a process to select final recipients based on the eligibility criteria and preferences listed above as well as additional selection criteria consistent with TU’s policies prohibiting discrimination. The Program Director shall ensure that applicants are made aware through the application or other appropriate means that the additional features of the Mid-Atlantic CIO Forum scholarship program also include: an open invitation to attend all CIO Forum general meetings, one to one access to CIO Forum members, and first notice to available employment and internship opportunities with CIO Forum member companies. The Program Director shall facilitate the Donor's introduction to the recipients.

A recipient's total financial aid from all sources cannot exceed their annual Cost of Attendance budget as defined by the Financial Aid Office. If a recipient's total aid exceeds these limits, the Financial Aid Office will reduce their aid until their total aid falls within these limits.

3. **FUNDING:** The Donor will provide a targeted gift in the amount of \$25,000 to be renewed annually. The Donor will notify TU of the annual gift amount by December 31<sup>st</sup> of the year prior to scholarships being awarded. The Fund shall be open, capable of receiving additional contributions at any time until the Fund is fully expended.
4. **ADMINISTRATION:** Distributions from the Fund shall be used in accordance with the purposes described in Section 2 of this MOU. The Dean of the Jess & Mildred Fisher College of Science & Mathematics or the Dean's designee will serve as Program Director, review, and approve all expenditures and oversee the selection process. The Program Director will be assisted in the review and selection of eligible candidates by a committee consisting of two additional TU faculty members, including at least one from the Department of Computer and Information Sciences.

The amount of the award is determined by the annual gift amount and the number of recipients is left to the discretion of the selection committee members.

The award will be based on the 500-word essay (51%) and academic achievement (49%). Award winners (and alternate winners designated to receive the award if an initial awardee is ruled ineligible) will be selected by a majority vote from members of the Selection Committee.

Neither the Donor nor the Donor's designee may have any direct involvement with the recipient selection process as a participant, advisor, or observer.

5. **RECOGNITION, PROMOTION, AND REPORTING:** To express the appreciation of TU to the Donor, to enhance the Fund, and to help attract gifts for similar purposes, TU and the Foundation may make appropriate announcements through internal and external publications, to the media, and give other recognition as suitable. The Donor or Donor's designee will receive stewardship reports and event invitations as appropriate and in a manner consistent with other donors. The Donor also consents to being identified on appropriate donor lists.

6. **CHANGED CONDITIONS:** If, in the event it becomes impossible to fulfill the requirements of this MOU or the purpose for which the Fund is established ceases to exist, the Foundation's Board of Directors, in consultation with TU and the Donor, if available, shall utilize remaining funds for a purpose which most nearly fulfills the Donor's original intent.

In the unlikely event the subject of the agreed-upon name becomes the subject of an ethical, regulatory, or legal violation that would significantly and adversely impact the reputation, image, mission or integrity of TU or the Foundation, then TU and the Foundation, in their reasonable and good faith opinion, shall consult the Donor or the Donor's designee to recognize the Fund under a more appropriate name.

7. **FORMAL ACCEPTANCE:** The foregoing terms and conditions shall become effective upon acceptance thereof by TU, the Foundation, and the Donor.

8. **GOVERNING LAW:** This MOU shall be construed and the provisions thereof interpreted under and in accordance with the laws of the State of Maryland.

**ACCEPTED FOR TOWSON  
UNIVERSITY:**

DocuSigned by:

*Kim E. Schatzel, Ph.D.*

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Kim Schatzel, Ph.D.  
President

10/09/22

Date

DocuSigned by:

*Chris Salice*

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Dr. Christopher J. Salice  
Interim Dean, Jess & Mildred Fisher College  
of Science and Mathematics

10/06/22

Date

**ACCEPTED FOR THE TOWSON  
UNIVERSITY FOUNDATION, INC:**

DocuSigned by:

*Brian J. DeFilippis*

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Brian J. DeFilippis  
Executive Vice President

10/06/22

Date

**ACCEPTED ON BEHALD OF THE  
DONOR:**

DocuSigned by:

*Don Lee*

3258FFCE009845F...  
Don Lee, President  
Mid-Atlantic CIO Forum

09/28/22

Date

DA238D861CD04D9

*Hans Keller*

DocuSigned By: Hans Keller  
Hans Keller, Board Member  
Mid-Atlantic CIO Forum

10/05/22

Date