

We the undersigned, have reviewed the attached Operating Principles currently in force and they will remain effective through the following fiscal year.

FY 2010

 4/14/11

Vice Provost and Director Date
University of Missouri Extension

 4/14/11

1890 Administrator Date
Lincoln University Cooperative Extension

FY 2011

 4/14/11

Vice Provost and Director Date
University of Missouri Extension

 4/14/11

1890 Administrator Date
Lincoln University Cooperative Extension

FY 2012

Vice Provost and Director Date
University of Missouri Extension

1890 Administrator Date
Lincoln University Cooperative Extension

FY 2013

Vice Provost and Director Date
University of Missouri Extension

1890 Administrator Date
Lincoln University Cooperative Extension

FY 2014

Vice Provost and Director Date
University of Missouri Extension

1890 Administrator Date
Lincoln University Cooperative Extension

FY 2015

Vice Provost and Director Date
University of Missouri Extension

1890 Administrator Date
Lincoln University Cooperative Extension

**Lincoln University Cooperative Extension
University of Missouri Extension
OPERATING PRINCIPLES**

Purpose: This document establishes the operating principles in support of the implementation of the Memorandum of Understanding between the University of Missouri and Lincoln University on Extension Work dated June 2008. The agreement is intended to provide detail and foster cooperation in the prioritization, development and delivery of cooperative programs to meet the needs of Missouri residents.

State-level Program Coordination:

The institutions will each identify areas of content or research expertise. Campus Program Directors will carry out this responsibility for MU. The LU Cooperative Extension Associate Administrator will assign these responsibilities to appropriate LU Cooperative Extension staff. Program leadership and coordination efforts are identified in the MOU. Within the agreed upon areas of program leadership, each institution will do the following:

- 1) Identify faculty who are key contacts for these areas of expertise and inform the partner institution of these contacts.
- 2) Mutually accept referrals and provide information and technical assistance to field faculty, campus faculty and clientele.
- 3) Make available subject matter orientation, in-service education and training for faculty and staff.
- 4) Whenever possible, engage faculty from the partner institutions in search committees, advisory bodies and planning groups.

Communication:

The partner institutions will inform each other of faculty/staff assignments and placements on a regular and systematic basis. The offices of the LU 1890 Administrator and the MU Vice Provost and Director of Extension will be the points of contact for exchanging and disseminating information for the following:

- Sharing access to communication systems and tools, to include listservs, newsletters, calendars and Outlook
- Informing each other of trainings, conferences, or activities that may be of mutual interest
- Sharing information related to clientele needs, programmatic opportunities and impact
- Providing proper acknowledgement of partners in print materials, websites, and other materials, where appropriate

Faculty and Staff Support:

LU Cooperative Extension faculty and staff will be invited to participate in various MU Extension conferences as appropriate, with sharing of participant costs reviewed and agreed upon annually.

MU Extension and LU Cooperative Extension faculty and staff will be invited to participate in training and events, where appropriate. Participant costs will be reviewed and agreed upon prior to the training.

LU Cooperative Extension and MU Extension faculty and staff are encouraged to become members of professional associations, including Epsilon Sigma Phi, Missouri Association of Extension 4-H and Youth Workers (MAE4-HYW), Missouri Agriculture Extension Professionals (MAEP), Missouri Association of Extension Family Consumer Sciences (MAEFCS), etc.

Regional Level:

The partner institutions will work to insure communication and program coordination. The MU Extension Associate Vice Provost for Programs and the LU Cooperative Extension Associate Administrator will lead this process and will engage as needed the appropriate Program Directors, Regional Directors and/or Regional Coordinators. The MU Extension Regional Directors and LU Cooperative Extension Regional Coordinators will operationalize the process by:

- 1) Conducting at least one joint or shared regional faculty meeting per year in East Central, West Central and Southeast Regions
- 2) Encouraging field faculty and staff to collaborate on programs, staff development, and other efforts
- 3) Facilitating relationships with County Extension Councils and County Program Directors

Program Development and Coordination:

The institutions will each identify areas of interest for collaborative efforts. Cooperative program efforts of MU and LU shall be focused in the areas of Agriculture, Youth Development, Human Environmental Sciences, Community Development and Diversity. In each area, planning and coordination of opportunities for collaboration or expansion in programming will be handled by the appropriate Program Director and LU Cooperative Extension Associate Administrator.

Collaborative Programs for FY11 shall include, but may not be limited to:

Agriculture and Natural Resources

The Extension Program Director for Agriculture and Natural Resources for MU Extension and the Associate Administrator of LU Cooperative Extension will represent the interests of their respective Universities.

- **Small Farms** – MU Extension and LU Cooperative Extension Small Farm Programs will develop/deliver educational programs that address the diverse and changing needs of Missouri's small family farms. LU Cooperative Extension programmatic efforts will focus on disadvantaged/limited resource farmers.

- **Vegetables** – LU Cooperative Extension will provide state specialist leadership for the vegetable program that will be delivered by Regional Specialists, Regional and Area Educators, and Program Assistants at the local level.
- **Small Ruminants** - LU Cooperative Extension will provide State Specialist leadership for the small ruminant program (sheep & goats) that will be delivered by Regional Specialists, Regional and Area Educators, and Program Assistants at the local level.
- **Sustainable Agriculture** – The Missouri Sustainable Agriculture Professional Development Program (PDP) will be jointly led by MU Extension & LU Cooperative Extension. Specifically the SA program will be determined by the approved plan of work that will be jointly submitted and approved by North Central Region Sustainable Agriculture Research & Education (NCR SARE).

4-H and Youth Development

1. Lincoln University's Coordinators, Regional Educators, Area Educators and Program Assistants will be added to MU Extension Youth distribution list to:
 - a. Receive updates such as the weekly Electronic Youth Connection
 - b. Provide a means to communicate among all youth development faculty and staff
2. For educational events co-sponsored by both Lincoln University and University of Missouri, communications with the Program Director and Lincoln University Lead shall occur as follows:
 - a. When MU Extension faculty lead the event, the Associate Administrator for LU Cooperative Extension should be contacted so that she may identify the appropriate Lincoln University Extension lead.
 - b. When LU Extension faculty lead the event, the MU 4-H Program Director should be contacted so that she may identify the appropriate MU Extension Lead.
 - c. Events Co-Sponsored at this date are
 - i. State 4-H Congress
 - ii. Youth Futures: College Within Reach
3. In-service Education
 - a. Opportunities will be communicated through the Electronic Youth Connection
 - b. Enrollment by Lincoln University Extension faculty and staff will be by registering through the 4-H Center for Youth Development by contacting Deana Brown-Hood at 573-882-2719.
 - c. MU faculty will enter information into WebApps.
4. LU Extension Faculty and Staff will be invited to 4-H Youth Development Program Updates
 - a. Face to face
 - b. Adobe Connect or other similar technology
5. 4-H Enrollment Management System: As the 4-H Center for Youth Development transitions from Blue Ribbon to 4-H Access, the Associate Administrator for LU Cooperative Extension will identify the appropriate persons from Lincoln University to join the transition team and participate in plans and efforts.

Human Environmental Sciences

The Extension Program Director for Human Environmental Sciences for MU Extension and the Associate Administrator for LU Cooperative Extension will represent the interests of their respective Universities.

- **Expanded Food & Nutrition Education Program (EFNEP)**

MU Extension and LU Cooperative Extension will work collaboratively on the EFNEP program in geographic areas where the program is co-located. LU Extension faculty will provide the leadership in community gardening programming. MU Extension faculty will provide leadership for nutrition and health programming and support for in-service opportunities.

- **Stay Strong. Stay Healthy (SSSH)**

MU Extension and LU Cooperative Extension will work cooperatively to provide SSSH programming to older adults in Bootheel area. LU Cooperative Extension faculty will market the program, recruit participants, and provide a program site. MU Extension faculty will teach the curriculum. Other areas throughout the state will be included as faculty are trained and program participants are identified.

Community Development

MU Extension and LU Cooperative Extension Community Development (CD) Specialists and Educators agree to mutually collaborate with each other and connect or contact each other for assistance and/or sharing of information and resources.

- MU Extension will include LU Cooperative Extension CD Educators in the Community Development listserv. LU Cooperative Extension CD Educators and MU Extension CD faculty are encouraged to use the listserv to post questions, share resources and comments (UMCommunity-BasedDevelopment@missouri.edu).
- The MU Extension CD Program will make available the use of Adobe Connect to LU Cooperative Extension CD Educators for conducting meetings and community training via distance at no charge. Arrangements are to be made with the executive assistant to the MU Extension CD Program Director (Janet Kelly, kellyjan@missouri.edu, 573-884-9034).
- LU Cooperative Extension CD Educators are welcome to participate in the monthly MU Extension CD faculty meetings held via Adobe Connect on the second Wednesday of the month from 9-10:30 a.m.
- LU Cooperative Extension CD Educators will present an update on LU Cooperative Extension CD programming twice per year during the monthly MU Extension CD program meetings via Adobe Connect.
- Where appropriate, MU Extension and LU Cooperative Extension CD programs agree to mutually share plans of work, program logic models, survey and evaluation instruments and protocols, program impact statements, and program reports in order to foster mutual learning.

Diversity

- A Catalyst Team will be appointed and will be responsible for overseeing the diversity efforts of MU Extension and LU Cooperative Extension.
- It will be the responsibility of the Catalyst Team to implement and provide ongoing updates to the Strategic Plan for Diversity.
- The leadership for the Catalyst Team will be the responsibility of the Civil Rights Coordinator for LU Cooperative Extension and the Director of Organizational Development for MU Extension.
- The Catalyst Team will meet every other month to advance diversity efforts.
- The Civil Rights Coordinator for LU Cooperative Extension and the Director of Organizational Development will cooperate in planning and implementing organizational professional development in the area of civil rights and diversity as appropriate.
- Monthly meetings of the LU Cooperative Extension Civil Rights Coordinator and the Director of Organizational Development will occur to provide ongoing oversight of organizational diversity efforts in the area of Civil Rights. Tools, models, and resources will be shared to foster mutual learning and outcomes.
- The Civil Rights Coordinator for LU Cooperative Extension and the MU Extension Director of Organizational Development will collaborate in preparing institutional diversity reports.

These operating principles will be reviewed and revised by faculty annually.