

**MEMORANDUM OF UNDERSTANDING
ON
EXTENSION WORK
STATE OF MISSOURI**

This agreement is made and entered into by and between The University of Missouri, an educational institution of the State of Missouri, and Lincoln University, an educational institution of the State of Missouri.

WITNESSETH:

Whereas, the Curators of the University of Missouri System and the Curators of Lincoln University have entered into a Memorandum of Understanding with the United States Department of Agriculture to carry out extension work in the State of Missouri,

And whereas Section 1444 of Public Law 95-113, Food and Agriculture Act of 1977, as amended by Public Law 97-98, December 22, 1981, requires that a single, comprehensive program be developed for the state,

Now, therefore, in order to provide a single comprehensive state program, the Curators of the University of Missouri and the Curators of Lincoln University hereby agree to the following for the federal fiscal years October 1, 2008 – September 30, 2013:

Institutional Agreements

1. The Administrator of the 1890 Lincoln University Cooperative Extension (LU Cooperative Extension) Program and the Director of the 1862 University of Missouri Extension (MU Extension) will serve as co-executives of the Missouri Extension System where the two Universities have joint programs.
2. MU Extension Administration and LU Cooperative Extension Administration will notify each other of planned personnel or program changes.
3. MU Extension developed an electronic program development system that could be used jointly. MU Extension will provide support for program development for LU Cooperative Extension faculty and staff located in county offices. LU Cooperative Extension will build foundation program development pieces to coordinate with the MU Extension system. Each institution will name a contact person. Expenses will be determined and prorated based on total cost of operations for program development. LU Cooperative Extension will provide support for program development operations for LU Cooperative Extension faculty and staff. Each institution will provide computer hardware for their employees. Software costs and connection fees for LU Cooperative Extension faculty and staff will be cost shared by MU Extension, LU Cooperative Extension and county extension councils as appropriate.

4. MU Extension and LU Cooperative Extension will work toward collaborative grants to support joint programming. These will be identified and clarified in the MU Extension/LU Cooperative Extension work plan by program area.
5. The Universities will work together to generate revenues for Extension programs through grants, contracts, fees, gifts and other sources as appropriate.
6. Supplies and equipment for LU Cooperative Extension and MU Extension faculty and staff will be provided by the respective Universities. Charges for the printing of publications, video productions, and other special services will be negotiated between the Universities as required.

Co-location Agreements

1. LU Cooperative Extension and MU Extension will seek to co-locate as appropriate to advance the mission and goals of Extension. Expertise and needs by county offices in these areas will be the primary criteria for co-locating LU Cooperative Extension personnel with the MU Extension personnel in the county offices.
2. Co-locations of LU Cooperative Extension employees would be in keeping with RSMO section 262.590, concerning appointments or removal of extension personnel. The County Program Director will seek affirmation of the county extension council prior to the establishment or expansion of a program plan of work by either University. County Program Directors will support LU Cooperative Extension program priorities for LU Cooperative Extension employees co-located in their county.
3. The County Program Director will serve as liaison with county government officials on behalf of LU Cooperative Extension as well as MU Extension in establishing and maintaining a joint Extension program. The County Program Director will provide first-line coordination of LU Cooperative Extension or MU Extension faculty and staff members assigned in the county. MU Extension Regional Directors will provide overall supervision to MU Extension and LU Cooperative Extension personnel located within county offices. Day to day supervision of Program Associates and Assistants will be delegated to Regional Specialists and Regional Educators. The Administrator of LU Cooperative Extension or his/her designee will have responsibility to assist in the evaluation of Regional Directors and County Program Directors who supervise or coordinate LU Cooperative Extension personnel.
4. The County Program Director is responsible for securing office space, financial support, and making arrangements for the program of work in the county. There should be no charge to either University for office space. County extension

councils are encouraged to appoint an extension council member or representative to champion the LU Cooperative Extension /MU Extension relationship in counties where faculty and staff are co-located. A representative of the county extension council should serve on faculty search committees (if possible) for positions assigned in a co-located office.

5. The annual county budget, where MU Extension and LU Cooperative Extension have joint programs and co-location, will be provided and reviewed by both the Director of MU Extension and the Administrator for LU Cooperative Extension Program. Reports of county expenditures, in counties with co-located personnel, will be provided to MU Extension and to LU Cooperative Extension.
6. In counties where employees are co-located, LU Cooperative Extension and MU Extension faculty will be eligible for county leadership positions, including County Program Director. The employing university (dependent on available funds) will be responsible for salary increases relative to leadership responsibilities assigned.
7. Employees co-located in county offices will follow the policies of their respective hiring University relative to benefits (except leave) and hiring processes and policies.
8. Employees, from both institutions, co-located in county offices will follow the leave policies (annual and holiday) of MU Extension.
9. In promoting the partnership, each institution will display their signage where co-locations exist. In addition, joint logos will be used on stationary and other program marketing materials of the extension office.

Program Agreements

The following program areas will be targeted for expansion at LU Cooperative Extension in collaboration with MU Extension:

Agriculture and Natural Resources

The Extension Program Director for Agriculture and Natural Resources for MU Extension and the Associate Extension 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

Coordination of opportunities for collaboration or expansion in Youth Programs will be handled by the Program Director for the 4-H Center for Youth Development for MU Extension and the Associate Extension Administrator for LU Cooperative Extension.

Human Environmental Sciences

Coordination of opportunities for Human Environmental Sciences collaboration will be handled by the Program Director for Human Environmental Sciences for MU Extension and the Associate Extension Administrator for LU Cooperative Extension.

Diversity

Coordination of opportunities for collaboration in Diversity programming will be handled by the Director of Organizational Development for MU Extension and the Civil Rights Coordinator for LU Cooperative Extension.

Operating Principles

Annual operating principles will be developed in support of this Memorandum of Understanding. The principles are intended to provide detail and foster cooperation in the development and delivery of a comprehensive program of extension work for the state of Missouri. The operating principles will be reviewed and revised annually by faculty every year.

THE CURATORS OF THE UNIVERSITY OF MISSOURI:

Vice Provost and Director
University of Missouri Extension

Date

Chancellor
University of Missouri

Date

THE CURATORS OF LINCOLN UNIVERSITY:

1890 Administrator
Lincoln University Cooperative Extension

Date

President
Lincoln University

Date