

MEMORANDUM

TO: MSU Extension District Coordinators

FROM: Adam Koivisto, MSU Extension Administrative Services

RE: Recommended contents for Michigan State University Extension Office Civil Rights Files

Date: 2017

Guidance on meeting USDA/NIFA standards for ensuring that MSU Extension does not discriminate. We also want to document how we are working to include underserved audiences in the development and promotion of programs, below is a list of recommended documents that should be kept in every MSU Extension Office Civil Rights File: All of the bullet points below are the responsibility of the District coordinator.

- List of MSU Extension District Advisory Council members. This list includes a short biography of each member. (Racial/ethnic information and other private personal contact information of Council Members should be kept in a locked location outside of the SharePoint file but accessible to DC in case of audit request.)
- Documentation of procedures for recruitment and selection of District Advisory Council members.
- Signed letters of non-discrimination by partner organizations. These letters should be signed on an annual basis. *See Sample in Appendix A.*
- Protocol for MSUE program publicity/outreach. This should include media outlets and organizations targeting underserved audiences. Should be an ever-evolving list as new community organizations and contacts are added. It should be used by extension staff who are doing programming in the area to make sure the advertisements get to the most diverse audience possible.
- List of all program advisory councils in the county and written documentation of how advisory council members are recruited and selected. List of program advisory councils should be in each District civil rights file....Biographies and demographic data should be filed in a secure location and held by the Program Coordinator or Educator who is responsible for overseeing the advisory council.
- Meeting minutes (with a list of participants) of all meetings (staff, advisory, etc.) when civil rights issues were discussed. This includes the annual civil rights training. Civil rights topics should be a regular discussion point in order to keep education and

awareness on this topic at a high level. These documents should be held in SharePoint district civil rights folders.

- List and samples of resources and program flyers available in languages other than English. Programming efforts and translations etc. in the district should also be included in the Civil Rights section in MiPRS by relevant person who is doing the programming. Held electronically in SharePoint civil rights file.
- List of external meeting/program locations that meet ADA standards. This will assist staff when scheduling external meetings/events.
- List of community resources/contractors that MSUE has used to provide services to clients with special needs i.e. translation services, American Sign Language, etc.
- A printed copy of the MSUE Civil rights complaint reporting procedures.
- List of EEO counselors and their contact information. Can be a screen shot from the civil rights page of the OD website.

For consistency purposes, each district folder will have the following sub folders:

District Advisory Council Membership
District Advisory Council recruitment
Partner Compliance Agreements
Public Notification
Advisory Councils
Civil Rights Training
Non-English Language Efforts
ADA Compliant Meeting Locations
Accommodation Resources
Procedures for Filing a Civil Rights Complaint
Other