

## **LSU AgCenter and St. Tammany Parish Government**

### **Cooperative Agreement to Support and Administer Louisiana Cooperative Units Off Campus**

#### **Background:**

The process of developing a well-educated citizenry involves use of formal and informal approaches by dedicated professionals. Congress in 1914 signified the national interest in assuring that informal educational opportunities needed to emanate from the knowledge generating process of the Land Grant College system by passing the Smith-Lever Act. This Act created the Cooperative Extension Service system that links Land Grant campus faculty to those seeking information in off campus locales. This is achieved via a partnership of the United States Department of Agriculture, the Louisiana State University AgCenter and local government. Police Juries, Parish Commissions and School Boards are the critical third partner for effectively identifying, developing and delivering Cooperative Extension programs. Educational needs and delivery mechanisms clearly have dynamic aspects that challenge the federal, state and local partners to work effectively in order to meet community needs. This Cooperative Agreement between the LSU AgCenter and local government acknowledges the value to clientele of all partners having a uniform understanding for programming support.

#### **Partnership Philosophy:**

- The long-standing presence of Louisiana Cooperative Extension Service (LCES) faculty in the parish has established invaluable ties to the local clientele, government, and industry.
- That educational programming is most valued when developed in concert with local and area needs as expressed through the advisory committee process.
- That LSU AgCenter faculty on campus and at research stations/regional centers are an essential supplement to the technical capabilities of local LCES faculty.
- LCES faculty have, at a minimum, a baccalaureate degree, and must complete graduate level coursework with the intention that they will work toward a master's degree. LCES also provides additional technical training opportunities in order to offer local clientele enhanced information and educational programs.
- LCES faculty in parish offices may develop and deliver specialized programming of importance to surrounding parishes.
- Federal, state and local financial support is necessary to meet the needs of the community as identified by advisory committees.

**The LSU AgCenter agrees:**

1. The LSU AgCenter working in the LCES format will deliver needs based, focused programs in four general categories: 1) Agriculture and Natural Resources, 2) 4-H Youth Development, 3) Family and Consumer Sciences, and 4) Community Economic Development.
2. That competent faculty and support personnel will be recruited and placed in parish offices on LSU AgCenter appointments by following LSU AgCenter Human Resources Office procedures.
3. Faculty are to be afforded training and professional improvement opportunities to assure the parish has the best technical resources available.
4. Faculty and unclassified staff in parish offices will be supervised and evaluated by the appropriate unit leader pursuant to the LSU AgCenter's employee policies and procedures.
5. To provide parish governmental units with oral and written reports from the parish AgCenter faculty on a mutually agreed to schedule but at least annually.
6. To consult with parish government units as to the number of faculty to be located in the parish.
7. Faculty in the parish will adhere to the Policy Statements and Presidential Memoranda issued by the LSU President's Office and AgCenter campus.
8. To evaluate the need for specialized office and program delivery equipment above that provided by the parish.
9. To establish mutually beneficial billing procedures for collection of financial support for faculty and staff from parish government units.

**The Parish Governmental Unit Agrees:**

1. To provide suitable office space, furnishings and support facilities to LCES faculty.
2. To provide operating services support such as utilities, communication and technology charges, custodial services and office supplies.
3. Provide a minimum of twenty (20) percent pro rata general salary support, based on average salaries, and associated fringe benefits, not to exceed \$30,517.00 in calendar year 2020, for non-4-H faculty members and pro-rata classified local staff affiliated with the LSU AgCenter. Said amount shall be payable to Extension in

two (2) installments of Fifteen Thousand Two Hundred Fifty-Eight and 50/100 (\$15,258.50) Dollars.

4. Salaries are periodically increased for a number of reasons and those actions may in turn result in an increase in the requested salary support. Pay increases typically fall into the following categories:
  - (a) Adjustments for faculty using a merit-based pay plan. The AgCenter periodically administers overall merit-based pay plans. These adjustments generally correlate with the employee's performance as documented in the AgCenter's performance evaluation system. These plans most often involve increases of 2-4%.
  - (b) Market adjustments for classified employees (administrative coordinators and nutrition educators) mandated by the Department of Civil Service. These adjustments range from 2-4%.
  - (c) Minimum starting salary increases necessary for recruiting and retention.
5. That with reference to faculty vacancies due to resignation, retirement or new positions the LSU AgCenter's Office of Human Resource Management policies will be followed in the search for candidates. The LCES parish chair will assure that parish government officials are well informed during the process.
6. The continuation of this agreement is contingent upon the appropriation of funds by Parish to fulfill the requirements of the agreement. If the Parish fails to appropriate sufficient monies to provide for the continuation of this agreement, or if such appropriation is reduced by the veto of the Parish President by any means provided in the appropriations ordinance to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

(Signature page follows.)

**Implementation:**

This Cooperative Agreement between the Louisiana Cooperative Extension Service and St. Tammany Parish Government is entered into in order to assure continued informal educational programming from the LSU AgCenter. It shall be in effect for one year for the period **January 1, 2020 to December 31, 2020.**

**Approved:**

  
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Police Jury/Parish President  
St. Tammany Parish Government

6/22/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Regional Director  
LSU AgCenter

6-1-2020  
\_\_\_\_\_  
Date