MEMORANDUM OF UNDERSTANDING
BETWEEN
MICHIGAN STATE UNIVERSITY
College of Agriculture and Natural Resources, Institute of Agricultural Technology
East Lansing, Michigan
AND
NORTHWESTERN MICHIGAN COLLEGE
Traverse City, Michigan

The Institute of Agricultural Technology (IAT) in the College of Agriculture and Natural Resources (CANR) at Michigan State University (MSU) and Northwestern Michigan College (NMC) establish this memorandum of understanding to jointly fund a program coordinator for the dual enrollment certificate programs offered by IAT in conjunction with associate degree programs offered by NMC. This program coordinator will represent both MSU and NMC and strengthen each school's capacity to understand and respond to the learning needs of the agricultural sector, ensure the relevancy of specialty offerings, expand opportunities for internships and/or cooperative learning opportunities for students, and participate actively in collaborative activities between both organizations. This continues a legacy of the long-term collaboration that has existed between both parties and conveys the strong commitment of both parties to serve stakeholders in Northwest Michigan. This jointly funded position will:

1. Enhance food, agricultural and natural resource post-secondary education in Northwest Michigan and increase student access to those programs. Both parties agree to encourage the following:
   a) A mutual commitment to cooperate in the development of certificate and associate degree programs in food, agricultural and natural resources and transfer programs from NMC to CANR MSU.
   b) A shared commitment to institute financial aid processes to assist students completing MSU and NMC courses concurrently.
   c) Development of curriculum and transfer guides and advising to assist students transferring to MSU CANR programs after completing initial two-year programs at NMC. NMC students who apply for admission to Michigan State University must follow the transfer student admission statement in the Undergraduate Education section of the MSU Academic Programs catalog, http://www.reg.msu.edu/AcademicPrograms/default.asp.
   d) Engagement in an inclusive planning process to enhance post-secondary educational opportunities and student recruitment in the food, agricultural and natural resources disciplines.
   e) Identification and recruitment of potential partners and sponsors of food, agricultural and natural resource programs.
   f) Identification of resource needs related to future programming and the long-term sustainability of this position.
   g) Fostering connections and partnerships with stakeholders that enhance post-secondary food, agricultural and natural resources education.
   h) Exploration of and access to federal, state and local resources needed to enhance short- and long-term success.
2. Each party shall contribute 50% of the annual salary and fringe benefit costs for this joint position for a period of three years. Renewal of funding will be subject to the review as outlined in item 7 below.

3. CANR IAT Michigan State University will act as the fiscal agent for this position and serve as the supervisory and evaluation agent. Annual evaluation metrics for this position will be developed jointly to address the short and long-term goals of both parties. Evaluation of the coordinator will be conducted on an informal basis via a quarterly work plan review and on a formal basis via an annual written review.

4. Each party shall designate a person(s) or office to serve as liaison for implementing this memorandum. For CANR IAT Michigan State University, the contacts will be Dr. Randy Showerman, Director, IAT and Thomas M. Smith, Associate Director, IAT. For NMC the contact will be Marguerite Cotto, VP Lifelong and Professional Learning.

5. This memorandum in conjunction with the Consortium Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are merged in this memorandum.

6. This memorandum shall become effective as of the date of signatures of both parties. The memorandum may be amended by the written consent of the parties.

7. Program performance will be assessed annually and measured against agreed upon metrics identified by each institution’s strategic agendas. The parties intend to review this memorandum every three years to evaluate the progress and the quality of the mutual cooperation. This memorandum may be amended only by the written consent of the parties.

8. This memorandum may be terminated by either party with a minimum of 120 days written notice. Activities in progress at the time of termination of this memorandum shall be permitted to conclude as planned unless otherwise agreed.

9. Both institutions subscribe to a policy of equal opportunity, non-discrimination and affirmative action. University and College programs, activities and facilities are available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status.

We hereby agree to the spirit of cooperation and collaboration of this memorandum.

Signing for Michigan State University

June P. Youatt, Ph.D.
Acting Provost and Executive Vice President for Academic Affairs

Date 6/15/2013

Signing for Northwestern Michigan College

Timothy J. Nelson
President

Date 5/16/2013

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