

Division of Agricultural Sciences and Natural Resources



Extension Finance
258 Agricultural Hall
Stillwater, OK 74078-6024
Ph: 405-744-9697
Fax: 405-744-8863

October 22, 2012

Oklahoma Cooperative Extension Service
Tulsa County Office
Attn: Jeri Cruger
4116 E. 15th
Tulsa, OK 74112-6198

Hi Jeri,

Enclosed are 3 complete sets of Tulsa County's Contract. Please obtain the County Commissioners' signatures and approvals along with the County Clerk's signature/seal. **Return one, signed original to:**

Oklahoma State University
Oklahoma Cooperative Extension Service
Attn: Jacki Hanan/OCES Finance Dept.
258 Agricultural Hall
Stillwater, OK 74078-6024

Thank you☺

Jacki Hanan
Jacki Hanan

405-744-9699

jacki.hanan@okstate.edu

OKLAHOMA STATE UNIVERSITY
COOPERATIVE EXTENSION CENTER BUDGET

Tulsa County
Fiscal Year 2013

County Extension Center Staff:

Educators:		
Position Title	FTE	Name
4-H2	1.00	Magee, Alex
CED	1.00	Richert, Charlotte
FCS	1.00	Lane, Tracy
4-H1	1.00	Lewis, Leslie
Urban Hort.	1.00	Woodburn, Kenda
Hort. Commercial	1.00	Jervis, Brian
Ag	1.00	Peaverley, Bruce
Total FTE	7.00	

Secretaries:		
Position Title	FTE	
Adminis. Assistant	1.00	Cruger, Jeri
4-H Secretary	0.50	Wilson, Greta
FCS/CNEP Secretary	0.50	Henderson, Pamela
Hort. Secretary	1.00	Palmer, Frances
Total FTE	3.00	

Para-professional:		
Position Title	FTE	
Total FTE	-	

County Contract:

Item	County
	Contract Funds
Contractual Services (paid to OSU)	342,553.00
Travel Expense	30,524.00
M&O & Aid to 4-H	66,923.00
Capital Outlay	-
Total Budgeted for Travel, M&O & Capital Outlay	97,447.00
Sales Tax Carryover, if applicable (do not expect to expend this year)	-
Total	440,000.00

10/10/12

RECOMMENDED:

Charlotte P. Richert 10-8-12
County Extension Director Date

Diane L. Fenell 10-8-12
District Extension Director Date

APPROVED:

Robert M. Kline 10/9/2012
Assistant V.P. and Sr. Financial Officer Date

James Tropp for Mike Wood 10/15/2012
Interim Vice President, Dean & Director Date

Distribution:

- Original - Dean & Director
- Copy - Director, Fiscal Affairs
- Copy - District Extension Director
- Copy - County Extension Director

Comments:

I thank for your continued strong support of Extension during these tight budget times - J.S.

[Handwritten signature]

OKLAHOMA STATE UNIVERSITY
COOPERATIVE EXTENSION CENTER BUDGET

Tulsa County
Fiscal Year: 2013

Travel Budget:

Schedule B

Position Title	Name	County
		Contract Funds
CED	Richert, Charlotte	3,697.00
FCS	Lane, Tracy	4,200.00
4-H 1	Leslie, German	\$4,095.00
4-H 2	Rexwinkle, Jim	4,095.00
Ag	Peverley, Bruce	4,357.00
Hort. Urban.	Gray, Susan	4,200.00
Hort. Commercial	Jervis, Brian	4,095.00
Admin. Assistant	Cruger, Jeni	1,785.00
	-	
Total Travel Budget		30,524.00

M&O Budget:

Schedule C

Item	County
	Contract Funds
Supplies, services, materials etc.	63,936.00
Aid to 4-H (E8 Co. Contract Funds)	2,987.00
	Trf. To Ctr. Svs. As needed
Total Maintenance & Operations Budget	66,923.00

Capital Outlay Budget:

Schedule D

Item	County
	Contract Funds
Capital Outlay	-
Sales Tax Carryover, if applicable (do not expect to expend)	
Total Capital Outlay Budget	-

RECEIVED

SEP 21 2012

EXTENSION FINANCE

Cooperative Extension Services Agreement Between
THE OKLAHOMA STATE UNIVERSITY ACTING FOR AND ON BEHALF OF
COOPERATIVE EXTENSION SERVICE AND THE UNITED STATES DEPARTMENT
OF AGRICULTURE

and

THE BOARD OF COUNTY COMMISSIONERS

Of Tulsa County

For the period July 1, 2012 through June 30, 2013

WHEREAS the Federal Smith Lever Act of 1914, as amended, authorized the establishment of Cooperative Extension work between the Land-Grant Colleges and the United States Department of Agriculture, and

WHEREAS Boards of County Commissioners of the respective counties in Oklahoma are authorized by law to contract and agree with the United States Department of Agriculture and with Oklahoma State University ("OSU") for the conduct of said extension work, and

WHEREAS OSU, by and through its duly appointed Board of Regents, has been authorized to oversee the provision of Cooperative Extension work throughout the State of Oklahoma, and has been statutorily mandated by the Oklahoma Legislature to expend state-appropriated funding to support cooperative extension services to each of the counties in Oklahoma,

THE PARTIES HERETO, OSU, acting for and on behalf of its Cooperative Extension Service and the United States Department of Agriculture, and the Board of County Commissioners of the County named above, acting under authority of law, do hereby enter into this contract for Cooperative Extension work for the fiscal year shown above.

THE PARTIES MUTUALLY AGREE AND ACKNOWLEDGE:

1. The Board of County Commissioners agrees to provide adequate financial support to the OSU Cooperative Extension program as required by the Oklahoma Statutes in the amounts and for the purposes set forth in the budget, these funds to be disbursed upon claims submitted by the County Extension Director and approved by the County Commissioners.
2. The Board of County Commissioners, at its own expense, agrees to provide adequate office space and utilities for the OSU Cooperative Extension personnel, unless adequate free office space and utilities for such Cooperative Extension personnel are available in federal or other rent-free building space within the County.
3. OSU agrees to select Cooperative Extension Educators who are well qualified by virtue of their technical training, experience, and ability to communicate, to perform the prescribed duties of Cooperative Extension Educators. OSU further agrees to provide a highly qualified staff of subject-matter Specialists, subject to available funding, to assist in planning, carrying out, and evaluating County Extension education programs, and to select and employ sufficient secretarial staff to support such Educators and Specialists.

4. The parties agree that Cooperative Extension personnel are required to perform travel as a part of their normal duties, the reimbursement of said travel to be governed by the official travel regulations of the Oklahoma Cooperative Extension Service.
5. The parties agree that they will comply with the Equal Opportunity Program of the Oklahoma Cooperative Extension Service as approved by the President of Oklahoma State University and the Secretary for the United States Department of Agriculture.
6. The parties acknowledge and agree that Extension employees assigned to the county are employees of OSU, subject to the direction and control of OSU. OSU agrees to provide personnel supervision, in-service education, and program guidance.
7. The parties agree that the policies of the United States Department of Agriculture and the Oklahoma State University governing partisan political activities of Cooperative Extension employees will be strictly enforced at all times.
8. The parties agree that the policies established by the Oklahoma State University Cooperative Extension Service will apply in granting annual, sick, and academic related and military leave for Extension personnel and that Cooperative Extension office hours and holidays will be governed by the policies established by the Oklahoma State University Cooperative Extension Service.
9. The term of this agreement is from July 1, 2012 through June 30, 2013. Unless the Cooperative Extension Service provides written notice at least twenty (20) days prior to June 30, 2013, the Board of County Commissioners has the option to renew this agreement, upon the same terms and conditions. The exercise of any such option shall be accomplished by giving written notice of the election to exercise the option to renew within ten (10) days prior to the expiration of the term of the agreement. If Cooperative Extension withdraws the option to renew upon the same terms and conditions or the Board of County Commissioners does not exercise its option to renew upon the same terms and conditions, the Board of County Commissioners and OCES shall have the right to negotiate new terms and conditions. If negotiations extend into the succeeding fiscal year, OCES may operate on temporary appropriations until such time as a final agreement is reached. When a mutual agreement for the Extension Service' budget ultimately is reached, the agreed budget shall be considered retroactive to the beginning of the fiscal year.

BUDGET

Tulsa	County Extension Budget for FY 2013
Contractual Services	309,891.00
Personal Services	
Fringe (optional)	32,662.00
Travel Expense	30,524.00
Maintenance & Operations	66,923.00
Capital Outlay	-0-
TOTAL BUDGET	\$ 440,000.00

OKLAHOMA STATE UNIVERSITY
ACTING FOR AND ON BEHALF OF ITS
COOPERATIVE EXTENSION SERVICE

BOARD OF COUNTY COMMISSIONERS

By James Tropp for Mike Woods
Interim Vice President, Dean and Director

Chairman

Date

Date 10/15/2012

Member

Date

Attest:

County Clerk

Member

Date