Memorandum of Agreement

Kirksville, Missouri, Telecommunication Community Resource Center

University of Missouri Extension, City of Kirksville, Kirksville R-III School District and Truman State University

March 1, 2011

The Kirksville Telecommunication Community Resource Center, TCRC, was established for the purpose of providing educational programming and training to the citizens of Kirksville and the surrounding communities. The TCRC is a university/community partnership and is governed by the Executive Committee consisting of a representative of University of Missouri Extension (Extension), the City of Kirksville (City), Kirksville R-III School District (School District) and Truman State University (Truman).

This document is intended to articulate the process by which the Kirksville TCRC will be closed for operations in accordance with the decision of the Executive Committee at its meeting on November 29, 2010.

Timeline

The TCRC will continue to be open to the public through August 12, 2011. From August 13 through August 31 TCRC personnel will assist in the closing of the office. The TCRC will be closed effective September 1, 2011.

Contributions

Partners will complete their budgeted contributions through June 30, 2011. Operational costs, including direct costs of the City to operate the facility, between July 1 and August 31 will be paid from the reserves of the TCRC.

Personnel

Personnel of the TCRC will remain as University of Missouri employees through August 31, 2011 under the supervision of the Executive committee. Any employment subsequent to August 31, 2011 will be negotiated outside of this partnership.

Facility

The facility will be turned over to the City of Kirksville in good order on September 1, 2011. The facility will be inspected by the City to determine which fixtures should remain and send a list of such fixtures to Extension by April 1 so they can be removed from the furniture and equipment list.
**Furniture and Equipment**

All furniture and equipment listed in the inventory (Appendix A), will be distributed to the partners in proportion to their FY2010-11 TCRC contributions using the estimated fair market value. The percentages used will therefore be: Extension 63%, City 14%, School District 12%, and Truman 11%. Extension will take the lead to get input from each partner as to the equipment and furniture that is on their priority list by May 1, 2011. Extension will then share a list of the proposed distribution to the partners by June 1, 2011 for approval. Once approved by the executive committee, TCRC personnel will work with the partners to arrange for pick up between August 15 and August 26.

**Cash Balances**

An accounting of the TCRC’s cash balances will be made as of October 1, 2011. This cash balance will reflect any revenues and or any expenses of the TCRC as of August 31, 2011. Expenses will include: personnel costs paid, including payouts for vacation time, etc.; direct facility costs, such as utilities and janitorial services, incurred by the City of Kirksville for the two months ending August 31, 2011. The City will send a bill to Extension for the direct facility costs by September 1, 2011. The net balance will then be distributed to the partners in accordance with the percentage of contributions made by each partner in FY2010-11 as listed above. This distribution will occur no later than October 1, 2011.

**Programming commitments**

The TCRC will continue to make commitments to those entities wishing to utilize the facilities during the remaining period of operation but will make no commitments that will occur after August 12, 2011.

**Contractual commitments**

No contractual commitments will be made beyond August 31, 2011. TCRC personnel will notify Morenet of termination of connectivity contract as of August 31.

**Partner liaisons**

The individuals responsible for completing this transition will be Debbie Robison for Extension, Mari Macomber for Kirksville, Richard Coughlin for Truman, and Mike Bartig for the School District.
Conclusion

All parties agree to make this transition in good faith in the best interest of the students and entities served by the TCRC.

Agreed to by the Kirksville TCRC Executive Partners.

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Truman State University  University of Missouri Extension  City of Kirksville

_______________________  ________________________  _______________________
Date  Date  Date

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Kirkville R-III School District

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Date