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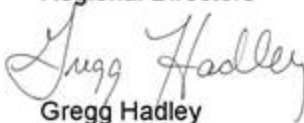
**Kansas State University
Agricultural Experiment
Station and Cooperative
Extension Service**

Kansas State University, County Extension
Councils, Extension Districts, and U.S.
Department of Agriculture-Cooperating

K-State Research and Extension is an equal
opportunity provider and employer.

August 5, 2019

TO: Extension Agents
Regional Directors



FROM: Gregg Hadley
Director for Extension

SUBJECT: Civil Rights Compliance Reviews

K-State Research and Extension is committed to being an equal opportunity provider of programs and employer of individuals. Local unit civil rights compliance reviews are one way that we demonstrate our commitment to civil rights and the value of diversity and inclusion. For several years, we have relied on annual mini civil rights reviews for compliance oversight, but we will begin to place greater emphasis on local unit civil rights compliance with more education and reviews that are more extensive.

The purpose of the review is to:

- Give opportunity for local units to do a self-analysis of their strengths and/or limitations in reaching traditionally underserved audiences.
- Reinforce K-State Research and Extension's commitment to comply with USDA civil rights policies.
- Prepare for on-site compliance reviews the National Institute of Food and Agriculture (NIFA) staff will conduct in several Kansas local units in the future.

2020 Compliance Reviews

In 2020, each local unit will be required to complete a comprehensive civil rights compliance review and agents will be required to attend one of four regional trainings. Regional trainings will be:

- January 22—Hays, Agriculture Research Center
- January 23—Garden City, Southwest Research-Extension Center
- February 5—Parsons, Southeast Research-Extension Center
- February 6—Lawrence, Douglas County Fairgrounds

During these workshops, participants will learn/review civil rights laws and policies and work on completing the local unit compliance reviews. All agents, as well as office professionals and program assistants who may be involved in the review completion, should plan to attend. Registration is available on the [KSRE Employee Resources website](#).

We will begin publishing civil rights educational articles in the Tuesday Letter throughout the fall to help prepare staff for the workshops. About four weeks prior to the workshops, the *Civil Rights Program Compliance Review Guide* will be distributed so that local units can begin gathering the necessary information, completing the guide, and updating the local unit civil rights files.

Completed *Civil Rights Program Compliance Review Guide*'s will be due to the regional director by April 1, 2020. The regional director will review the guide and provide written feedback to the local unit. Local offices will need to respond back to the regional director with a plan for addressing any noted deficiencies.

Additionally, ongoing training for staff as well as board and program development committee members will be emphasized. A new video for board and PDC members will be available this fall. Your board should plan to view the video as part of either your annual meeting or board reorganizational meeting in January.

If you have questions as you prepare for the reviews, please contact your regional director or Jennifer Wilson at 785-532-5790. Thank you for your commitment to ensuring our Extension programs are inclusive.

pc: Paula Peters
Jim Lindquist
Laurie Chandler
Wade Weber
Regional Directors