



## Cooperative Extension Service

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### MEMORANDUM January 4, 2016

**TO:** Cooperative Extension Service Employees

**FROM:** Jon C. Boren, Associate Dean and Director

A handwritten signature in blue ink, appearing to read "Jon C. Boren", written over the "FROM:" line.

**SUBJECT:** Civil Rights

As Cooperative Extension Service employees we have responsibilities related to civil rights. Significant efforts should be made to reach out and include underrepresented groups in our program planning, delivery, and employment practices. Civil rights files should demonstrate our ongoing commitment in Extension to serve all citizens of New Mexico.

While civil rights files should capture our efforts, well-rounded quality is more critical than quantity. Cooperative Extension Service programs for New Mexico's citizens should significantly reach the state's diverse population including efforts to bring disabled individuals, various age ranges, and men and women to our program planning, volunteer recruitment, and employment recruitment/selection decisions.

Thank you for your many contributions to New Mexico State University's Cooperative Extension Service. Because of your commitment to civil rights, you assist in sustaining the Cooperative Extension Service with which we are proud to be associated.