



College of Agricultural, Consumer  
and Environmental Sciences

Cooperative Extension Service  
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**MEMORANDUM**

**DATE:** January 6, 2020  
**TO:** Cooperative Extension Service Employees  
**FROM:** Jon C. Boren, Associate Dean and Director  
**SUBJECT:** Civil Rights

A handwritten signature in blue ink, appearing to read 'JCB', positioned to the right of the 'FROM:' line.

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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 College of Agricultural, Consumer and Environmental Sciences' 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.