Agreement between the Regents of the University of Minnesota through its Extension and Ramsey County, Minnesota

Exhibit C: University Recommendations

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for technology support for Extension employees located in county Extension offices.

1. **Technology recommendations for Extension employees located in county Extension offices**
   - Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
     - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
   - Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
     - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
     - Microsoft Office is used to create documents, spreadsheets, and presentations.
     - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
     - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
   - Website Access:
     - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
   - Social Media Access
     - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
   - Access to electronic county forms/documents required for the position.
   - Support from County IT.