

# **MOREnet Council**

## **Memorandum of Understanding**

### **1. Statement of Purpose**

#### 1.1. MOREnet Mission and Operations

- 1.1.1. The Missouri Research and Education Network (MOREnet) is a statewide telecommunications delivery system developed to support education, research, public service, government, and economic development.
- 1.1.2. MOREnet is committed to providing high-quality, cost-effective telecommunications and support services that meet customers' needs.
- 1.1.3. MOREnet was established in 1991 at the University of Missouri – Columbia (UMC) and operates as a separate unit within the University of Missouri (UM) System. MOREnet staff members are University of Missouri employees.
- 1.1.4. MOREnet operates under the auspices of the MOREnet Council and through signed Participation Agreements and other contracts between the Curators of the University of Missouri and organizations eligible to receive MOREnet services.

#### 1.2. Objectives and Functions of the MOREnet Council

- 1.2.1. The primary function of the MOREnet Council is to direct and oversee planning and budgeting for the MOREnet infrastructure including the technical support required for the future growth and success of programs sponsored by Council members.
- 1.2.2. The MOREnet Council will have oversight of MOREnet activities and initiatives that are supported by state appropriations or that impact state-funded activities and initiatives.
- 1.2.3. The MOREnet Council will engage in consensual decision-making to the extent possible and will follow parliamentary procedure when more formal decision making is required.

#### 1.3. Signatories and Sponsoring Agencies

- 1.3.1. This memorandum of understanding is signed by the Commissioner of Education, the Commissioner of Higher Education, the Secretary of State, and an authorized representative of the University of Missouri Board of Curators on behalf of their respective agencies and governing bodies.
- 1.3.2. A sponsoring agency is defined as a state agency that has a client base of public K-12 schools, higher education institutions, or public libraries.
- 1.3.3. Additional organizations or state agencies may petition the current sponsors to become sponsoring agencies. All prospective sponsors must agree to the terms and conditions of this Memorandum of Understanding. Such petitions will be approved or declined by mutual agreement among current sponsors. Approved petitions will become active once the heads of the current and prospective sponsoring agencies sign an Addendum to this Memorandum of Understanding.

### **2. Governance**

#### 2.1. Composition of the MOREnet Council

- 2.1.1. The MOREnet Council will be led by a core team of staff and constituents of sponsoring agencies. All of these individuals are full members of the Council.
- 2.1.2. The head of each sponsoring agency will select one staff member to serve on the MOREnet Council. Staff members will serve an indefinite term at the

discretion of their respective agency head. Staff members have full privileges on the MOREnet Council.

- 2.1.3. Two external representatives will be appointed by each sponsoring agency from among the institutions served by the agency. The external representatives have full privileges on the MOREnet Council.
  - 2.1.4. The MOREnet Council will be chaired by a staff or constituent of each sponsoring agency on an annual, rotating basis. A vice chair will also be selected to fulfill the duties of the chair in his or her absence.
  - 2.1.5. The appointed representatives will normally serve a term of two years. During the initial year of the Council's operation, one appointment from each Sponsoring Agency will be for a period of one year in order to set up a rotation of half of the appointed members each year.
  - 2.1.6. The Vice President for Information Systems for the University of Missouri System will serve as a full member of the Council.
  - 2.1.7. The MOREnet Executive Director and the state's Chief Information Officer will serve as an ex-officio member of the MOREnet Council.
- 2.2. Operating Procedures
- 2.2.1. The MOREnet Council will meet at least quarterly, either face-to-face or through technology-mediated means.
  - 2.2.2. Representatives from other agencies and organizations may be invited to attend and be part of the agenda of Council meetings as appropriate.
  - 2.2.3. MOREnet will implement the mutually agreed-upon decisions, actions, and documents endorsed by the MOREnet Council.
  - 2.2.4. In situations where there is not mutual agreement on proposed actions that impact state-funds, the issue will be referred to the sponsoring agencies and UM senior administrators for a decision.
- 2.3. Contractual Arrangements
- 2.3.1. Sponsoring agencies may maintain or establish a contractual relationship with MOREnet for the delivery of services and for projects funded directly by a sponsoring agency.
  - 2.3.2. The MOREnet Council may review all such contracts as part of its overall duties as described in Section 2.2.

### **3. Responsibilities**

#### 3.1. MOREnet Council Responsibilities

- 3.1.1. The MOREnet Council will review, modify, and endorse long-range plans developed by or for MOREnet staff.
- 3.1.2. The MOREnet Council will review, modify, and endorse MOREnet's proposed annual financial plan, financial assumptions, and business practices and policies.
- 3.1.3. The MOREnet Council will implement procedures consistent with a quality-driven organization:
  - 3.1.3.a The MOREnet Council will annually develop for MOREnet and itself statements of objectives that reflect the convergence of customer needs, technological solutions, and available resources.
  - 3.1.3.b. The MOREnet Council will review annual statements of deliverables for each sponsoring agency to ensure that these statements are consistent with the Council's objectives.
  - 3.1.3.c. The MOREnet Council will annually develop a set of performance measures derived from the statements of objectives and deliverables,

- and will evaluate and report on MOREnet's performance on each measure.
  - 3.1.3.d. The MOREnet Council will participate in the annual performance evaluation of the Executive Director.
  - 3.1.3.e. The MOREnet council will conduct annual self-assessments of the effectiveness of the Council with the assistance and input of the Executive Director.
  - 3.1.4. The MOREnet Council will review and recommend the annual appropriation request(s) on behalf of MOREnet for submission to the appropriate governing bodies of sponsoring agencies, and subsequently the Governor, and the General Assembly.
  - 3.1.5. The MOREnet Council will become and remain informed about state information technology standards and policies in order to make decisions that ensure MOREnet's compatibility with state standards and policies in the future.
  - 3.1.6. The MOREnet Council will establish advisory groups or task forces as needed.
  - 3.1.7. The MOREnet Council will advise the UM Vice President for Information Systems on the selection of the Executive Director to administer MOREnet.
  - 3.1.8. The MOREnet Council will interact with organizations that exist or are formed to serve the needs of specific groups of MOREnet clients.
- 3.2. MOREnet Responsibilities
- 3.2.1. MOREnet will implement policies and procedures consistent with a quality-driven organization:
    - 3.2.1.a. The MOREnet Executive Director will be responsible for the overall operation of MOREnet programs.
    - 3.2.1.b. The MOREnet Executive Director will maintain an effective and efficient organization.
    - 3.2.1.c. The MOREnet Executive Director will focus on speed, productivity, customer service, and value.
    - 3.2.1.d. The MOREnet Executive Director will report to the Council at regular meetings and provide additional reports as requested.
  - 3.2.2. MOREnet will provide the MOREnet Council with current financial information according to the normal appropriations cycle calendar, including (but not limited to) the items described below.
    - 3.2.2.a. MOREnet will provide the annual appropriation request to MOREnet Council members within two weeks of approval by the UM Board of Curators.
    - 3.2.2.b. MOREnet will provide the proposed annual operating budget based on the Governor's recommendations to the MOREnet Council within four weeks of the release of the Governor's budget.
    - 3.2.2.c. MOREnet will provide a final annual operating budget based on the final state appropriations bills to the MOREnet Council within two weeks of the signing of corresponding legislation, or within two weeks of a signed sponsoring agency contract, as appropriate.
  - 3.2.3. MOREnet will operate a secure, reliable, and robust shared network to maximize Missouri's investment in public-sector communication.
  - 3.2.4. MOREnet will remain informed about state information technology standards and policies in order ensure MOREnet's compatibility with state standards and policies in the future.
  - 3.2.5. MOREnet will deliver high value services that support the effective use of technology in accomplishing Missouri's research and education goals.
  - 3.2.6. MOREnet will conduct information technology research to provide solutions that add value to existing MOREnet programs and services.

- 3.2.7. MOREnet will implement additional programs as designated within each sponsoring agency's Statement of Deliverables.
  - 3.2.8. MOREnet will inform the Council about the creation of any advisory committees and inform the Council about any input, recommendations, or decisions of these groups.
  - 3.2.9. MOREnet staff will inform the Council about any projects MOREnet undertakes outside of the Council's jurisdiction.
- 3.3. Sponsoring Agency Responsibilities
- 3.3.1. Each sponsoring agency will appoint one staff member and two external representatives to the MOREnet Council.
  - 3.3.2. Each sponsoring agency will represent the needs, missions, and views of its constituents to the MOREnet Council.
  - 3.3.3. Each sponsoring agency will communicate the decisions and outcomes of MOREnet Council meetings to its constituents.
  - 3.3.4. Sponsoring agencies will share and communicate their positions on major state-level decisions.

#### **4. Miscellaneous**

No amendment, consent, or waiver of terms of this Memorandum of Understanding shall be binding unless made in writing and signed by the signatories indicated in Section 1.3. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given.

The meetings of the MOREnet Council will be open to the public, and all interested parties are encouraged to attend.

## APPROVALS

**For the Missouri Department of Elementary and Secondary Education:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For the Missouri Department of Higher Education:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For the Missouri Secretary of State:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For the Curators of the University of Missouri on behalf of MOREnet:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_