

**Oklahoma State University
College of Education and Human Sciences
Memorandum of Understanding (MOU)**

I. PURPOSE

This memorandum of understanding between Oklahoma State University, herein referred to as the “UNIVERSITY” and Stillwater Public Schools, herein referred to as “COMMUNITY PARTNER,” sets out the terms and conditions of their proposed collaboration set forth this 10th day of September, 2025.

WHEREAS, COMMUNITY PARTNER is a facility capable of providing a positive experience for University students engaged in service learning;

and

WHEREAS, the UNIVERSITY is committed to collaborating with communities for the mutually beneficial exchange of knowledge and resources;

and

WHEREAS, the UNIVERSITY and COMMUNITY PARTNER share a joint interest in serving residents of Stillwater by increasing access to nutritious food, healthy dietary practices, and research-informed nutrition information;

NOW THEREFORE, the parties agree to the terms of this MOU as follows.

II. REPRESENTATION AND COORDINATION

Each party will appoint official contacts to coordinate the activities described in this MOU.

	COMMUNITY PARTNER	UNIVERSITY
Name:	Elizabeth McBee	Harriet E.T. Okronipa
Title:	Director of Federal and OSU Programs	Assistant Professor; Department of Nutritional Sciences
Agency:	Stillwater Public Schools	Oklahoma State University
Address:	314 S Lewis	417 Nancy Randolph Davis
City/State/Zip:	Stillwater, OK 74074	Stillwater, OK 74078
Phone:	405-707-5026	405-744-5044
Email:	emcbec@stillwaterschools.com	harriet.okronipa@okstate.edu

III. RESPONSIBILITIES

During the extent of the collaboration described in this MOU, the parties agree to complete the following actions and provide the following resources.

The UNIVERSITY will require students enrolled in NSCI 4632, Community Nutrition 1 (Fall semester) and NSCI 4633 Community Nutrition 2 (Spring semester) to complete a service-learning project in collaboration with the COMMUNITY PARTNER. Over the course of two semesters, a team of 3-4 students

will be assigned to collaborate with the COMMUNITY PARTNER to complete a population-based nutrition needs assessment specific to the COMMUNITY PARTNER's clients and programming recommendations, as well as the creation and compilation of original educational materials and/or programs tailored to the COMMUNITY PARTNER's clients' context and needs.

The COMMUNITY PARTNER will support students' work by introducing assigned students to their organization and clients, identify a topic for student activities described in this MOU, facilitate necessary data collection efforts by students, supervise all relevant student activities conducted at the COMMUNITY PARTNER's location or with the COMMUNITY PARTNER's clients and/or staff, and provide regular feedback to the UNIVERSITY representative (including assessments of student work and behavior). As part of these efforts, the COMMUNITY PARTNER will provide students with any necessary initial and ongoing training related to personal safety, confidentiality, and other topics relevant to student activities described in this MOU.

The UNIVERSITY agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the COMMUNITY PARTNER complete a background check at the cost of \$22.00 per student. A copy of the cleared background check must be on file in the COMMUNITY PARTNER'S Federal and OSU Programs office before students start working with any of the COMMUNITY PARTNER'S students or staff.

IV. SCOPE AND LIMITATIONS

The terms and conditions listed in this MOU shall apply to all activities related to the project described herein, with the exception of weather or safety issues preventing participation.

V. LIABILITY

UNIVERSITY does not waive its sovereign immunity as established in the Governmental Tort Claims Act, 51 O.S. § 151 et seq., and nothing contained in this agreement should be interpreted as such a waiver.

VI. TERMS OF UNDERSTANDING

Term and Renewal

The term of this MOU shall begin on the effective date of this agreement and continue until June 30, 2026 unless one or both parties elect to modify or terminate this MOU as set forth herein. In the event of termination, any students who are currently collaborating with COMMUNITY PARTNER will be allowed to complete their assignment.

Modification of MOU

Modification to this MOU will be documented in writing and agreed to in writing by both parties.

Termination

Either organization may terminate this MOU without penalty or further liability upon sixty (60) days written notice to the other party.

Authorization

This MOU shall take effect upon signing by both parties and will remain in effect unless and until modified or terminated.

COMMUNITY PARTNER

Roberta Douglas
President, Stillwater Public Schools Board of
Education

Signature/Date

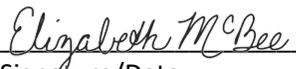
UNIVERSITY

Jeanette Mendez, Ph.D.
Provost and Senior Vice President

 9/3/25

Signature/Date

Elizabeth McBee
Federal and OSU Programs Contact

 09/04/2025

Signature/Date