

COOPERATIVE EXTENSION

Executive Director and Administrator Team National Responsibilities as of 5.22.18

In Support of the [Extension Committee on Organization and Policy \(ECOP\)](#) and
[Cooperative Extension Section](#)

Overview: The Executive Director and Administrator Team (EDA Team) works in support of ECOP goals and ongoing priorities <http://www.aplu.org/CESGoals>. The seven-person team is made up of the full-time Executive Director and Program Assistant in the ECOP National Office at APLU in Washington, DC, plus 25 percent FTE of each of the five regional executive directors and administrator, including travel costs and other support. Expenses of the two staff in the ECOP National Office are paid by investments in national leadership paid via assessments to the 76 institutions in the Cooperative Extension Section of the APLU Board on Agriculture Assembly. Expenses of the regional executive directors and administrator are paid through regional Extension associations.

Meet the EDA Team:



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Robin Shepard, Executive Director
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Responsibilities: The primary purpose of the EDA Team is strategic in nature, constantly focusing on the co-creation of visibility, opportunity and accountability for Cooperative Extension. They each have a thorough understanding and passion for Extension national leadership and its benefit to state and local programming. Further, they have the depth of knowledge, political savvy and dedicated time to provide thoughtful guidance to ECOP members and other directors/administrators who offer national leadership on a volunteer basis on top of complex administrative responsibilities at their respective institutions.

The EDA Team works to name directors/administrators to national leadership and advisory teams at the request of ECOP, USDA-NIFA, and selected partners. They also provide strategic consultation and staff support to those leading ECOP efforts at the national level.

Regarding ECOP responsibilities, the team has developed a listing of assignments with a primary and back-up member. The primary serves as the main contact for the effort and will be backed up by the other person as needed. Double staffing of ECOP efforts is not the general protocol. Due to the intensity of responsibility for some new efforts, some work requires two individuals until such time as an appropriate transition can be made to the primary/back-up approach.

In general, the EDA Team:

- Offers strategic guidance for priority work, promoting national coordination.
- Works in support of chairs of ECOP committees, task forces and working groups.
- Advises other EDA members on regional engagement on policy and process issues of concern to the national system/network.
- Recommends approaches for national initiatives, especially related to engagement with directors/administrators at regional levels.
- Communicates routinely to assure national initiatives are progressing appropriately.
- Attends to other responsibilities as outlined by the chair or lead for the effort.

Assignments: These assignments are revised at least annually and as needs change related to Cooperative Extension Section Strategic Priorities and ongoing priorities.

Description – Chair	Primary	Back-up
Executive Committee – Hibberd	Klemme	Shepard
Communications & Marketing Committee – Latimore, Hibberd, S. Bonanno	Klemme	Essel
National Impacts Database Committee – Trautman with ESCOP	Brown	None needed
Executive Director Search Committee – 2019		
Extension Resource and Partnership Development Committee (formerly PRM Program Oversight Committee) – Dobbins	Klemme	Mitchell
New ECOP Member and Liaison Orientation	Klemme	Ruble/Relevant EDA Member
Well Connected Communities – Michelle Rodgers	Klemme	
Opioid Extension Response Workgroup – Skidmore	Klemme	Mitchell

Description – Chair	Primary	Back-up
Personnel Committee – Watkins	Essel	Shepard
New Directors and Administrators Orientation (NEDA)	Essel	
Excellence in Extension National and Regional Awards <i>Note –Ruble point of contact for Awards Process. Lyons point of contact for nominations review.</i>	Essel/Ruble	
Program Committee – Williams	Brown	Mitchell
Diversity Award <i>Note – Ruble point of contact for Awards Process. Brown point of contact for nominations review.</i>	Brown /Ruble	
Rapid Response Protocol Civil Discourse/Dialogue Response Team – Welborn	Brown	
NUEL – TBD	Brown	Mitchell
Budget and Legislative Committee – TBD		
eXtension Foundation Board of Directors –Henderson/Geith	Klemme	EDA team
4-H Leadership Committee – Buckner/Turner/Hibberd	Houglum	
Farm Bill Coordinating Committee – Schlutt (ECOP)/Latimore (1890s) of CLP	Klemme	EDA Team
Land-grant New Dean/Director/Admin/NPL Orientation (every other year)	Shepard	Houglum
Coordination with Liaisons to ECOP		
USDA-NIFA – Louie Tupas/Denise Eblen/Mike Fitzner	Klemme	
Board on Human Sciences – Jo Britt-Rankin	Shepard	
ESCOP – Bob Godfrey	Brown	
CARET – Jake Tibbitts	Houglum	
ECOP Liaisons to Others		
ESCOP – Calvin	Klemme	
ESCOP National Research Support Projects	Brown	
ESCOP NRSP-NIMSS Management Committee	Brown	
ESCOP Diversity Committee – Raison	Klemme	
Joint Council of Extension Professionals – Reed	Essel	
Public Issues Leadership Development	Houglum	(to be revisited at a later date)

Description – Chair	Primary	Back-up
Extension Disaster Education Network – Place	Brown	
LEAD 21 – Williams/O’Neill	Klemme	
<i>Journal of Extension</i> – Ami Smith	Klemme	
NEDA Planning Committee – Schlutt	Klemme/Ruble	
NC-FAR Board – Henderson	Klemme	
NC-FAR Research and Outreach Committee – Director/Administrator TBD	Klemme	
National Integrated Pest Management Coordinating Committee – Melton	Shepard	
APLU Board of Agriculture Assembly (BAA)		
National Multi-State Coordinating Committee	Klemme/Ruble	
Policy Board of Directors (PBD) – Rodgers	Klemme/Essel	
Budget and Advocacy Committee (BAC) – TBD, McKinnie	Klemme/Essel	
Committee on Legislation and Policy (CLP) – Schlutt/Latimore	EDA Team	
Partnerships		
USDA REE and NIFA – Hibberd	Klemme	
Food and Nutrition Service/SNAP-Ed	Klemme	Essel/Brown and others as appropriate
National Extension and Research Administrative Officers Conference (NERAOC) – Eubanks	Klemme	
Natural Resource Conservation Service (NRCS)	Shepard	
US Department of Energy (DOE) – Hibberd	Shepard	
National Association of Counties (NACo) – Hibberd	Klemme	
USDA Climate Hubs	Regional Leads	
National Association of State Depts. of Ag (NASDA)	Klemme	
Foundation of Food and Agriculture (FFAR)	Klemme	
National Academy of Science (NAS)	Klemme	
National Science Foundation (NSF)	Klemme	
Support of Agricultural Resource (SoAR)	Klemme	