



Executive Director and Administrator Team National Responsibilities as of 11.28.18

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:



Ron Brown, Executive Director
Association of Southern Region Extension Directors



Albert Essel, Executive Administrator
Association of Extension Administrators



Lyla Houglum, Executive Director
Western Extension Directors Association



Rick Klemme, Executive Director
Cooperative Extension/ECOP
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Sandy Ruble, Assistant Director
Cooperative Extension/ECOP
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Ali Mitchell, Executive Director
Northeast Cooperative Extension Directors



Robin Shepard, Executive Director
North Central Cooperative Extension Association

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 – Jones	Klemme	Lyla
Communications & Marketing Committee – Latimore, ECOP Chair, S. Bonanno	Klemme	Essel
National Impacts Database Committee – Trautman with ESCOP (Loring)	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	Mitchell
Opioid Extension Response Workgroup – Skidmore	Klemme	Mitchell
NEDA Planning Committee – ECOP Past-chair	Klemme/Ruble	Shepard/Essel

Description – Chair	Primary	Back-up
Professional Development Committee – Richardson	Essel	Shepard
New Directors and Administrators Orientation (NEDA) connection with overall BAA Dean orientation	Essel	
CES Capital Quest (because of audience)	Klemme/Ruble	
National Leadership Development (LEAD 21 – Williams/O’Neill FSLI	Klemme	
Excellence in Extension National and Regional Awards <i>Note –Ruble point of contact for Awards Process. Essel 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 – Henderson	Brown	Mitchell
Budget and Legislative Committee – Boren	Klemme	EDA Team
Public Issues Leadership Development Planning Assistance	Houglum	Mitchell
eXtension Foundation Board of Directors –Petty/Geith	Klemme	
4-H Leadership Committee – Boren/Turner/Jones	Houglum	
Land-grant New Dean/Director/Admin/NPL Orientation (every other year) with Rick Rhodes	Mitchell	
Coordination with Liaisons to ECOP		
USDA-NIFA – Louie Tupas/Mike Fitzner	Klemme	
Board on Human Sciences – Jo Britt-Rankin	Klemme	
ESCOPE – Bob Godfrey	Klemme	
1994 Extension – Brian Kowalkowski	Klemme	
CARET – Char Wenham	Klemme	(further conversation needed)
ECOP Liaisons to Others		
ESCOPE – ECOP Chair-elect	Klemme	
ESCOPE National Research Support Projects	Brown	
ESCOPE NRSP-NIMSS Management Committee	Brown	

Description – Chair	Primary	Back-up
ESCOPE Diversity Committee – Raison	Klemme/Ruble	
Joint Council of Extension Professionals – Reed (retires July 30)	Essel	
Extension Disaster Education Network – Place	Brown	
<i>Journal of Extension</i> – Ami Smith	Klemme	
NC-FAR Board – Henderson	Klemme	
NC-FAR Research and Outreach Committee – National Office Executive Director	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 (Schutt, alt.)	Klemme/Essel	
Budget and Advocacy Committee (BAC) – Boren, McKinnie	Klemme/Essel	
Committee on Legislation and Policy (CLP) – Schlutt/Latimore	EDA Team	
Partnerships		
USDA REE and NIFA – ECOP Chair	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) – ECOP Chair	Shepard	
National Association of Counties (NACo) – ECOP Chair	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	Houglum
Support of Agricultural Resource (SoAR)	Klemme	