July 17-18, 2017 Meeting Minutes
Presiding – Fred Schlutt, Chair
Held in conjunction with BAA Joint COPs/CII,
Delta Hotels Kananaskis Lodge,
Kananaskis Village, Alberta, Canada

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Written Reports:
Board on Human Sciences (p.18), ESCOP Liaison Report (pp.19-20), Journal of Extension Report (p.21), NEDA Planning Committee Report (p.21), National 4-H Council Update (p.23-24),

Future 2017 Meetings and Events:
EXEC - September 13, 2017 (11:00 a.m. – Noon ET) via Zoom
ECOP - September 27, 2017 (11:00 a.m. – Noon ET) via Zoom
ECOP - October 4 (1:00-3:00 p.m. ET) and October 5 (8:00 a.m. – Noon ET) in conjunction with NEDA at The Essex, Essex, Vermont; http://www.cvent.com/d/55qd1t
EXEC - October 4 (3:30-5:00 p.m. ET) in conjunction with NEDA, see above
EXEC - November 8 (11:00 a.m. – Noon ET) via Zoom
Cooperative Extension Section Dinner Meeting – Monday, November 13; Marriott Wardman Park Hotel, Washington, DC; Reveal of 2017 Annual Report and passing of the gavel at APLU Annual Meeting; http://www.aplu.org/meetings-and-events/annual-meeting/
MONDAY, JULY 17, 2017 CALL TO ORDER 8:00 A.M. MOUNTAIN TIME

OPENING BUSINESS –

Attendance is recorded on page 8. Fred Schlutt welcomed to guests Robert L. Kidd and Buck Vandersteen, members of CARET. Mr. Kidd is also Liaison to NACo. Tom Dobbins made a motion to approve the minute minutes from last meeting (URL). Mark Latimore seconded the motion. Motion carried.

1. ACTION: – Fred Schlutt

Fred Schlutt: ECOP Executive Committee and EDA Team bring forward Gina Eubanks, Louisiana State University to appoint to NERAO National Planning Committee and Brian Raison, Ohio State University, to appoint to the ESCOP Diversity in Research Leadership Task Force (URL). Ed Jones made a motion to approve, Michelle Rodgers seconded. Motion carried.

ECOP Health Implementation Request (p. 14) – Michelle Rodgers: The Health Implementation Action Teams met in May transition teams to Robert Wood Johnson Foundation – Cooperative Extension System program. Full report is forthcoming with a special edition of the Journal of Human Sciences and Extension. David Buys has provided leadership for this. Encapsulate the work of the teams. To be handed out at NHOC. Refer these teams to whomever is the institution. JOE also. Motion by Michelle: Request that any unspent funds from 2017 ECOP Budget for ECOP/ESCOP Health Implementation be obligated for as needed for manuscript printing for 2018 NHOC. Tom Dobbins seconded, motion carried. Discussion: Bev Durgan asked to inquire into online publication to avoid the expense. Michelle was leaving the ECOP meeting early to join the RWJF discussing a “rural communities as it relates to health”. NACo is invited to this meeting with National Council.

2. Alliances and Partnerships UPDATES –

a. Energy Programming

Fred Schlutt: Rural Energy operations discussions continue with DOE. Discussions are planned with members of the Association of Natural Resource Extension Professional (ANREP) National Extension Energy Initiative, many of whom were in attendance at the Energy Summit in April 2017, to organize the collection of the needs and priorities.

b. Community Decision Making Using Big Data

Rick Klemme: RRDC Directors are taking the lead on continuing conversation. Release of data is an issue. Concern about relevance to rural communities to larger communities.

c. Land-grant New Director/Administrator/Dean Orientation

Fred Schlutt: Initiative that was launched in May 2017 at NMCC meeting in Washington. Robin Shepard and Lyla Houglum are working with Eric Young and other to the group, Reviewed several connections with ESCOP, bringing together leadership, topics that ECOP and ESCOP Chairs think how to keep the communications going. Need for orientation about ECOP and how it is organized and relationship with ESCOP. Focus to avoid data dump.

d. NACo

Rick Klemme: Has met with Sanah Baig, NACo Program Director on topic of coal-reliant communities. Planning to meet on a more regular, next with Arthur Scott and Sanah in August. Lyla Houglum: Suggest to connect with Don Albrecht is part of that and others if they are coal dependent communities. Look for more details in the ECOP Monday Minute. More program possibilities include arts and culture, creative placemaking for community and economic development and attracting young families to rural areas.

e. SoAR and FFAR/NASEM Breakthroughs 2030s (URL)
Fred Schlutt/Rick Klemme: Support of Agriculture Research (SoAR) and Ag and food processing and international visits – Convening meeting on Conservation Title. Wide ranging dialogue, interest initially, advocating for NIFA, and REE. Proportionality, duty and responsibility and the Extension is a focus of talks. Study committee – a request is being made for a representative by Extension to be at the table; visibility of land-grant Research and Extension. Vigilance is key to be sure that testimony includes Extension. Discussion - Role of Extension in AFRI not good, stay aware, “protect all lines”. ACTION: Step up the dialogue with the talking points to be shared in the ECOP Monday Minute and in other ways. Doug Steele meets with Policy Board of Directors, on Wednesday, 7.19.17 which directs the work of Cornerstone.

f. NC-FAR
ACTION: Membership and support for 2018
Motion by Bev Durgan: To approve $1,000 for dues and $800 for support of a Capitol Hill Lunch-n-Learn for a Cooperative Extension focus. Michelle Rodgers seconded, and motion carried.

g. FFAR
Main focus to understand where Extension. Has survived. Strong expectation for development. Must be authorized in next farm bill to continue. Collaboration possible; decide what to champion. Learning how best communicate with Sally Rockey. No voice on advisory board, other than Doug Buehler and Alton Thompson. The industry component of the board makes representation difficult. Rick Klemme has asked for an Extension voice on the board. Waiting for a reply. Jimmy Bramblett meeting is coming up.

h. Others –
- NASDA and state directors of ag.
- Ag Statistics Service – census of ag coming out late this year. Four EMM’s lined up for between now and Feb. 8, 2018. Small farm programs continues to communicate the census.
- FSA relations. Meeting on pilot states, Small Business Administration/SCORE working with beginning formers.

3. 4-H
a. UPDATE National 4-H Council (pp.20-21)
Andy Ferrin: Breaking news about a $3.5 million part of Microsoft broadband project. Market driven resource development. In third year of proof of concept strategic plan. On budget in 2017. Looking forward $1 million surplus in the next year. Start working on 2nd Strategic Plan to mobilize resources. Certain brands are showing interest. Completed new governance. Ed Jones has been elected as board member. Subway partnership is beginning, like Tractor Supply, also. 30 States investing in 4-H Grows campaign: Young people reaching out to garner alumni support. “Raise your hand” Video campaigns with celebrities. Exploring new audiences through “Creative Artists” pipeline to entertainment industry. 20 States that are not participating/investing, in constant communication.

What is strategy for evaluating the Subway pilot and implementing further efforts? Driven by an alum that is a franchisee. Expect to a gradual.

OJJDP funding? Application is in, not sure the outcome. Asked to reapply for a lower amount. Boys and Girls Clubs are integral. Performance is outstanding.

b. UPDATE/DISCUSSION ECOP 4-H Leadership Committee – Ed Jones (p.19)
Suggestions made about Congress.
FFA in farm bill to support youth activities. Proactive about what the partnership could be. Ask for input: Amend the goal strictly for in-school instruction/activities, inhibiting Extension involvement. 4-H is Extension; just to use the kids to advocate is unacceptable.

Growth plan – how are we going to have capacity, meeting with Face Book, Western region is making NUEL, add innovation, learn how they work, think about the future and incorporate Andrew Bosworth, willing to introduce

4-H Name and Emblem – Committee recommendations are in process to NIFA, attorney is just getting started on this for NIFA. “Do no harm” yet modernize. Inhibit growth, “cause marketing”. Concern about groups going rogue on authority at the state level. Good for Dennis to communicate with a specific

Meeting 3 times a year face-to-face beginning in 2018.

4. NIFA
   a. **UPDATE** General – Denise Eblen
      Budget: FACT informatics and tools. Extension involvement in strategic planning process.
      Calls to conversation: Same process for each conversation. Input from states, what is NIFA trying to accomplish with the conversation.
      1994 Session – Sonny will report.
      EFNEP – held last month, call for input for folks that were not able to attend. Premise - What EFNEP will look like in 30 years? The solution needs to come from the community. ID a smaller group of program leaders. If there is support for SNAP-Ed, there is a bigger conversation needs to take place. Fred Schlutt asked to receive notes from – House Ag appropriations is coming by the end of July.
      Comprehensive Plan for Reorganizing the Executive Branch is in play.
      OMB – Request for a **briefing paper**, (p. 24-25)
      Who does NIFA go to find representation to provide input? Denise will communicate this with Cynthia Montgomery. Request an update before the final decisions are made. 4-H to be included. Denise will share these concerns.

   b. **DISCUSSION** Calls to Conversation – Sonny Ramaswamy (see #12 on this agenda)
      i. Tactical Sciences, EFNEP, and 4-H Youth Development (Understanding process, intended outcomes, and future)

5. **DISCUSSION** Accountability for Advocacy and Calls to Action – Fred Schlutt/Doug Steele
   a. **Budget Advocacy**
      Jim Richards: House Budget, good, a credit to Sonny and soon to be Under Secretary, only 8% cut.
      Ambitious 12 bills on the House floor. Senate – allocation not as tough, below 2017 level.

   b. **Communications and Marketing**
      i. Cornerstone Government Affairs/kglobal Video
      Hunt Shipman: Earlier CMC agreed with idea by kglobal to pursue a video project, “evergreen”, complimented single ask, broad for all stakeholders. Released on June 15 to accompany release of the redesign of AgIsAmerica website. Call for action to BAA and to “blessed states.” 1.21 million views led to click rate 2,000 clicks. New website AgAction.org. 355 watched for full 2 minutes (too long). 1549 went to AgAction.org site. 364 wrote their member of Congress. Came up short on the goal a 1,000 or contact to Senate sub-committee members. Key to a sustained response to these calls. States with the highest viewership received zero response. Kglobal has a relationship with institutional professionals. Suggest greater preliminary signal to act and explicit directions. Important linkage with PILD participants. Is there a way to get results? Stories need to be more compelling. Next roll out is around Labor Day. Comment: There was some hesitancy to act, not knowing what the Dean wanted.

Ian Maw: APLU and ECOP relationship is strong as ever.
Vernie Hubert: Nutrition Education and where the House Appropriation Committee for the farm bill. 3 procedures farm bill, welfare reform, and/or budget reconciliation. Budget reconciliation is a party-driven process. Committee formed to play a bigger role in SNAP-Ed, while careful to protect the interests of others. Even in states where Extension is predominant there are other interests playing in the pot. The conclusion of the small committee is to keep them separate. If there are any reforms it should be through SNAP-Ed. Argue that the pre-eminent system is with land-grant research and Extension. Better to have the ability to do both. Still come back to why 2 program? There is not an understanding about deciding how to support both.

Next steps are to have a conversation next week with the Committee. Best possible position for the change. Policy point for administration, what is the program and the impact. Opposition will come from NGO’s. Formulate guidance: Metrics, collaborative partners, reduced the cost of administration, time and prescription for allowing for transition/change issues to be addressed. Conservation Title: Vernie had a meeting on the House side. Example of Penn State Watershed program. Very helpful example we could get more bang for the buck through Extension. Well received but prefer to have something for them to act on. 6-page analysis down to a page and half. Vernie asks to have a specific program, not getting Federal Funding and get both Sections to buy in.

6. DISCUSSION eXtension Foundation and NTAE (p.7) – Chris Geith for Vernon Jones

Vernon Jones: Introduced the history of NTAE funding. As time went on in 2015 transition, how to have more measurable results and be more visible. 2017 developed the Impact Collaborative/accelerate. Doug: One of the primary areas is professional development. If there was no eXtension there would be the innovation. Moving forward - new model NTAE provide leverage much like capacity funding does for the System. Might be time for rebranding of eXtension and understand the different direction. Chris: Thanks for Board of Directors, 400 people 2,000 of the 15,000 in the next impact, issues, and professional development. Membership is on the rise.

7. DISCUSSION CARET/JCEP Engagement –

Chuck Hibberd: Led discussion about framework/organization for important constituencies.

CARET, Buck Vandersteen – Delegates always want more, regardless of support by Dean. Those who do not acknowledge this interest, please begin to do so. Susan Crowell has always met faithfully with and remained involved in ECOP Program Committee work. Overall, volunteers want to be on the cutting-edge of action, be patient with them. Susan’s term ends later in 2017. Doug Steele – The value of engagement with CARET for educating for Extension. JCEP should also be considered for whenever there a call to action.

JCEP - Chuck Hibberd has served as ECOP liaison to JCEP for 5 years; most appreciative of the opportunity. Anticipate them to attend to NEDA, urged to have a strategic agenda. What is your guidance moving forward? Giving JCEP a charge/set of expectations in relationship with ECOP; what is the added value to ECOP. Chris Geith – Asked how eXtension could be involved in JCEP? How will JCEP achieve these goals? Linda Kirk Fox – Board on Human Sciences just went through re-writing their rules of operations. She will share that portion of their new rules with ECOP. For consideration/action at next ECOP Meeting.

8. ACTION Rapid Response Protocol Proposal (p.8) –

Chris Boerboom: Train-the-trainer Workshop information presented in the attached. There is another grant application, if received, $10 would be used for workshop. For ECOP to provide $10k, (occur in Sept. of 2017). If the grant that is being sought comes through, amount will be carried over the 2018 budget. There are 8-10 people on curriculum planning team. Increase accessibility in a targeted way. In a motion
by Chuck Hibberd recommended the expenditure of $10K in 2017. Ed Jones seconded. The motion carried.

**ECOP Committees Met Separately – Executive, Personnel, and Program**

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**TUESDAY, JULY 18, 2017, MEETING RESUMED 1:30 – 5:00 P.M. MOUNTAIN TIME**

9. **UPDATE Strategic Alliance with ESCOP** – Fred Schlutt/Chuck Hibberd  
Fred Schlutt: With ESCOP Chair Bret Hess, wanted to explore relationships outside of the traditional NGO’s and agencies; about 30 were visited. Most of the conversations consisted of conveying general information, listening, and ending with capacity funding and the “one ask”. Also, met with each individual Institute at NIFA rather than a seminar to a large group. Noticed a general lack of knowledge of land-grant system, Extension and the value of research. More a reflection of the employee turn-over. Focus on NC-FAR and SoAR influence. NC-FAR endorsed the “one ask” approach. USDA Rural Development has been elevated. Unless we are educating the citizens, even Breakthroughs 2030 cannot occur. Rick Klemme as National ED has been consistent about strategic planning his visits to DC, determining who and what the talking are. Begun to talk with ESCOP to consider having a National Buck Vandersteen, CARET - Convention of State Departments of Agriculture in New Orleans in September. Rick will talk about this at this next meeting.  
Chuck Hibberd will work with Gary Thompson.  
Clarence Watson – Strategic Alliance has been growing and see it to be tremendously advantageous.  
Lyla – Also, advantageous to have Chair from the same region.  
Doug Steele – Public Values Statement work for Policy Board of Directors. Concern is that it not representative of the system. Fully intend to take a vote tomorrow on adoption of it. Bev Durgan, if there is no reply, then it is taken as an endorsement.

10. **ACTION ECOP 2018 Budget** – (p.24)  
Fred Schlutt and Chuck Hibberd: Presented on behalf of the ECOP Executive Committee. Indirect Costs changed to APLU Support – Office space, conference support, human resources for National Office staff, IT Help, legal assistance, etc. Strategic priorities line – might need different terminology. Travel expenses by committees are the responsibility of its members. Gary Lemme made motion to approve the budget. Tom Dobbins seconded the motion. Motion carried.

11. Committees  
a. Executive – Fred Schlutt  
i. **DISCUSSION 2018 Strategic Agenda** – Chuck Hibberd  
2018 Survey and Webinar  
Renamed ECOP Strategic Agenda. EDA Team members has regions to obtain information by Aug. 31. Meeting with Executive Committee members. The result a near final graft to be considered in October at NEDA at the Section Business Meeting. Will inform the interactions beginning in 2018.  

   ii. **Executive Director Search**  
Search committee has regrouped. Professionally facilitated process, and redesigning the job position announcement and making other connections. Encourage people to apply. Last go around there were a total of 18 applications. Already 10 have applied in 2 weeks, 2 with Extension experience by August 15th. Application on a shared google drive by
iii. Private Resource Mobilization Program Oversight Committee Charge

Background by Rick Klemme, Changing Our World, Private Resource Mobilization Task Force, got caught up in the $50K budget, moving forward non-duplicative effort. Tom Dobbins working with Rick Klemme and Chris Geith, engage Jennifer Sirangelo. Design sprint, to iron out messaging and how to present a funding recipient to carry out programs. Strategic priorities-driven effort with various types of pathways. Focus on the How and Why and not the What and Where. Roger Rennekamp with be the person that served. Further the logo, fonts, and colors for the proposal to be refined that ECOP Executive Committee had an opportunity clarify the charge/expectations. Andy - Jennifer were here she would express her excitement about taking a more measurable approach, RWJF has helped inform what this process will look like.

iv. 2018 ECOP Meeting Timing and Location

March 13-15, 2018 the Lied Lodge in Nebraska city, providing airport shuttle. Home of J. Sterling Morton trees, ECOP office will check on availability and option to contract through the APLU.

b. Program – Chris Boerboom

i. Diversity in Extension Awards

12 strong nominations. Selection took place. The program is from Oregon State University, stayed tuned for more information. Plan to highlight the other top scoring nominees. Additional information to kglobal to encourage entering information into the database and to CARET delegates. Honorable mentions or something like it will be considered.

ii. NUEL (p.15)

See attached. Preparing a one-pager will be presented at next ECOP meeting. Emphasis on regional caucuses for networking; multi-state projects.

c. Personnel – Bev Durgan

i. Excellence in Extension Awards

1890’s nominee was chosen. Discussion led to more possibilities about team work, 1) adding a team award 2) re-write the guidelines to include. Would like ECOP to consider this at a later date.

ii. New Director and Administrator Orientation at NEDA

90 minute Session on Monday. Navigating the politics of change and budget. 1890, 1862 and 1994’s.

iii. Innovation Report follow-up: Changing Culture of Extension and Focal Implementation Groups

There has been some follow up. Carolyn Williams is representing ECOP and 1994’s will be involved.

12. Conversation with Sonny Ramaswamy

4 conversations, multiplicity now to develop priorities. To have them in the farm bill. Status of 1994 facilitated conversation: Some of the goals are actionable. New Mexico and Arizona; all land-grants 1994/1862 developing jointly funded appointments. Michigan Land-grant consortium and one beginning in Montana. Working with AIHEC. Scott Reed – asked about NSF Criteria 2 – Sonny considers this a missed opportunity by land-grants and Extension to work with research toward broader impacts. Advisory Board forced the issue of “broader impacts”. Reminder to work with Vice-presidents of research.

Other areas – NSF in all of the directorates where NIFA is interfacing with. 17 agencies represent the food and agriculture, Co-chairs Sonny and Jeanett Thurston. Whole of government approach. NSF site-committee visit, role of Extension in delivery and training.

SNAP-Ed and EFNEP – Proceed from the perspective what is the possibility of addressing the issue of obesity, etc. Be very thoughtful about how it is framed. So there is a common purpose, demonstrating the value of partnership, rely on Cornerstone for their sense of the politics. It will be caught up on the
welfare reform bill. State-to-state the results will vary depending on how it is set up. There are forces at work.

What topics are on the horizon – five hour rule to reflect that go with a flash of inspiration. Futurist with google – Ray Kurzwell, uses his staff for brainstorming. Human Sciences – how do people make decision? The importance of what we do in the Extension, how is it demonstrated on campus, with ag community, engineering, pharmacy, etc. to address compelling societal challenges.

13. Items requested of ECOP
   a. DISCUSSION CARET Request to Hear From Award Recipients (p.10)

Regional Award recipients’ engagement in the region

14. Other Items

15. Executive Session (as needed)

ADJOURN

KEY

ECOP 2016 Goals:

Private Resource Mobilization......
Urban Programming....................
Innovation..............................
Professional Development ..........
National System .......................
Internal Communications............

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ECOP Core Themes:

Build Partnerships and Acquire Resources .................
Increase Strategic Marketing and Communications ....
Enhance Leadership and Professional Development ...
Strengthen Organizational Functioning .....................
**ECOP Membership**

**Voting Members**
- Fred Schlutt, *Executive Committee Chair*, University of Alaska
- Chuck Hibberd, *Executive Committee Chair-elect*, University of Nebraska
- Michelle Rodgers, *Executive Committee Past-chair, 2017 NEDA Planning Committee Chair, and Chair of ECOP/ESCOP Health Implementation*, University of Delaware
- Chris M. Boerboom, *Program Committee Chair*, North Dakota State University
- Tom Dobbins, *Personnel Committee & Private Resource Mobilization Program Oversight Committee Chair*, University of Delaware
- Beverly Durgan, *Personnel Committee Chair*, University of Minnesota Extension
- Bill Hare, *Program Committee*, University of District of Columbia
- Ed Jones, *Executive Committee, 4-H Leadership Committee Co-chair*, Virginia Tech
- Mark Latimore, *Executive Committee*, Fort Valley State University
- Gary Lemme, *Program Committee*, University of Kentucky
- Scott Reed, *Program Committee*, Oregon State University
- Vonda Richardson, *Personnel Committee*, Florida A&M University
- Louis Swanson, *Personnel Committee*, Colorado State University
- Chris Watkins, *Personnel Committee*, Cornell University
- Carolyn Williams, *Program Committee Vice-Chair*, Prairie View A&M University

**Ex-officio/Non-voting members**
- Sonny Ramaswamy, Denise Eblen, USDA-NIFA
- Doug Steele, *Chair, ECOP Budget and Legislative Committee & Policy Board of Directors*
- Rick Klemme, Executive Director, Cooperative Extension/ECOP

**Liaisons to ECOP**
- Vernon Jones, eXtension Foundation Board Chair, Langston University
  - Susan Crowell, Council for Agricultural Research, Extension and Teaching
- Linda Fox, Board on Human Sciences (indefinite)
- Chris Geith, CEO, eXtension Foundation (indefinite)
- Andy Ferrin for Jennifer Sirangelo, National 4-H Council (indefinite)
- Clarence Watson, Experiment Station Committee on Organization and Policy (indefinite)

**Executive Director/Administrator (EDA) Team**
- Ron Brown, Southern Region
- Lyla Houglum, Western Region
- Rick Klemme, DC Office
  - L. Washington Lyons, 1890 Region
- Sandy Ruble, DC Office
- Robin Shepard, North Central Region
  - To be determined, Northeast Region

**Guests**
- Ian Maw, APLU
- Hunt Shipman, Vernie Hubert, Jim Richards, Cornerstone Government Affairs
- Dennis Calvin, Pennsylvania State University
- Ami Smith, West Virginia State University
- Robert Kidd, CARET
- Buck Vandersteen, CARET

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eXtension Foundation Board of Directors Report

Submitted by Christine Geith
CEO, eXtension Foundation
Liaison to ECOP

Summary of Accomplishments

Birth of the Impact Collaborative
In 2004, the Cooperative Extension System launched a national initiative entitled “eXtension.” Its purpose was to help Extension workers evolve professionally using new technologies to accomplish the overall goal of bringing educational programs and resources to Americans to solve everyday life problems. The eXtension initiative began a new chapter for Cooperative Extension in better serving U.S. citizens. Innovative programs reached across state and regional borders, Extension professionals collaborated nationwide, and citizens were served using technologies with which they were becoming more and more familiar.

While local impact has always been a keystone in the Cooperative Extension mission, eXtension was re-created by Extension directors and administrators as the eXtension Foundation in September 2015 with a direct charge to help Cooperative Extension faculty and staff achieve a visible and measurable local impact and to foster innovation in Extension programming. The Foundation built on its existing strengths with Communities of Practice and national delivery infrastructure and created the Issue Corps. This is a unique process to identify issues, recruit projects, enable teams, and, through the process of professional development and access to critical national expertise, solve local problems with innovative solutions. In 2017, the Issue Corps was expanded and rebranded as the Impact Collaborative.

What Makes the Impact Collaborative Unique:

- This proven process works across all extension disciplines, which means it can address a wide range of local and national issues.
- It is a human capital artery for the entire extension system, keeping experts updated on emerging national issues.
- It operates at a huge economy of scale.
- It works.

Results to date indicate that the Impact Collaborative is:

  - **Catalytic**: 83% were exposed to new or different ideas and/or viewpoints.
  - **Engaging**: 82% interacted with other Extension professionals outside their normal professional circle.
  - **Empowering**: 68% feel they can influence either their institution and/or their professional field in new ways after participating in the Impact Collaborative.

Extension professionals are working differently because of their Impact Collaborative experience. You can read about their success on the [extension.org blog](http://extension.org).

Fellows Program Accomplishments:
The Foundation has sponsored several fellowships to explore innovation, partnerships, and programs. The Fellows spend a significant portion of a year increasing knowledge, exploring pathways for Cooperative Extension professionals to adopt innovation in their programming, and sharing what they’ve learned to spread the adoption of innovations.

Recent Fellows have explored topics including the Maker Movement, Internet of Things, Citizen Science, Networked Knowledge, Data Visualization and Qualitative Data Analysis.

Several Fellows have worked with partner organizations. These include Global Open Data for Agriculture and Nutrition (GODAN), National Association of Extension Program and Staff...
Development (NAEPSDP), and Digital Green. These Fellows are exploring methods to link research and Extension information in open, accessible ways, evaluating Extension programming, and applying successful Extension models in Asia and Africa to U.S. programs.

Innovation Grants Program Accomplishments:
Over the past two years, the Foundation has awarded 14 innovation grants. [2016 | 2017] These projects show applied creativity and provide new or better ways to work and engage in Extension programs. The progress and outputs of the projects are shared widely to provide inspiration, pathways, and new models for Extension professionals to adopt innovative approaches or technologies in their programming.

The projects have covered topics such as adaptive learning, augmented reality, mobile apps, virtual communication, and more. The 2017 projects were aligned with the topics identified in the Horizon Report: Cooperative Extension Edition. A common thread among the selected projects is a mash-up of multiple innovative ideas. One project is combining citizen science, smart beehives, and STEM education. Another project is combining wearable technology, data science, and youth fitness. Location technology, storytelling, Maker Festivals, unmanned aerial systems, and more topics are being examined and will be disseminated throughout the Extension system.

National Publication Accomplishments:
The eXtension Foundation sponsored the first *Horizon Report for Cooperative Extension researched and published by the New Media Consortium*, using their 15-year track record of similar reports for Higher Education, Libraries and Museums.

The first Special Issue of the *Journal of Extension* focused on innovation is sponsored by the eXtension Foundation is planned for publication in the summer of 2018.

Upcoming Plans
Plans for 2017-2018:
The Impact Collaborative will bring together nearly 2,000 Extension experts and their community partners to identify and analyze the root causes of issues plaguing the country today. Issues will include food systems, behavioral health and diversity & inclusion. Once the research is complete, the design phase will begin.

During the design phase, participants will meet in person to generate and evaluate ideas, and then tailor specific solutions and programs to meet each community’s unique needs. Community partners, and others, can be included in this process to implement solutions with their local Extension professionals. National experts within Extension and beyond, including Fellows funded by USDA-NIFA, Solution Partners such as Digital Green, JCEP member association Fellows, and eXtension Innovation Project awardees engage in the process as consultants, collaborators and providers of professional development.

A team of evaluators including experts from Texas Agrilife Extension, Ohio State, University of Missouri and NAEPSDP conduct ongoing evaluation of the process and its results. An evaluation report and impact stories are prepared each year.

The eXtension Foundation Fellows Program, Innovation Grants and National Publications are planned to continue. eXtension also plans to continue to strengthen the national digital delivery infrastructure including competency-based program delivery and reporting and support for Communities of Practice. These national assets are key components of the Impact Collaborative.

Request for Action or Discussion
We request a discussion about continued funding through the USDA-NIFA NTAE line. The eXtension Foundation Board of Directors is working on a request for discussion with ECOP to continue the NTAE funding line.
Civil Dialogue on Race Relations Rapid Response Team
Supplemental Report on Recommendations and Training Models, July, 2017

PROPOSAL
Given the importance of this issue and the opportunity for CES to be change agents on the ground, we recommend a face-to-face workshop for state train-the-trainer teams be offered. The workshop would equip participants with sufficient proficiency in civil dialogue processes and race relations practices to train others in their respective states to join or initiate efforts to promote civil dialogue within their state and communities. The training would focus on core competency training as well as exploring proven models that have had success. The workshop would be promoted as the Cooperative Extension Civil Dialogue on Race Relations Workshop

Initial step: Convene a team of individuals with proficiency in training others on civil dialogue on race relations to develop the training curriculum.

Request for ECOP: Funding for initial step - Budget $10,000
Alternative funding will be sought for this step. However the request is for ECOP to make a firm commitment to fund this step. If additional funding is received, these funds from ECOP will be used to offset the full train-the-trainer workshop expenses to increase accessibility of LGUs from across the nation.

Timeline:
- July, 2017 – Funding for curriculum team
- August, 2017 – Identify curriculum team members
- September, 2017 – Convene curriculum team
- February/March, 2018 – Train-the-trainer workshop

Content:
- Basic competencies https://publish.extension.org/civildialogue/competencies-framework/

Target audience: Train-the-trainer teams will consist of at least 3 individuals from each participating state. Professionals from within 1862, 1890, and 1994 LGUs will be invited.

Outcomes:
- The train-the-trainer workshop will prepare teams from at least 20 LGUs to implement specific civil dialogue efforts focused on race relations.
- These trainees will be expected to host at least one training targeted to other CES professionals within their respective states within six months of the train-the-trainer workshop.
- Each participating state will host at least three civil dialogue events within a year of in-state training.
- Common measures will be developed and tracked to ensure:
  - Proficiency of competencies as identified by the Rapid Response Team efforts.
  - Types of actions taken as a result of community dialogues and long term impacts of these actions.

JUSTIFICATION
Following the April 2017 report to ECOP (https://publish.extension.org/civildialogue/files/2017/03/RapidResponse-Report-April2017.pdf), the Rapid Response Team agreed to prepare this supplemental report of training models that might help build capacity within Cooperative Extension Service (CES) for Civil Dialogue Work on Race Relations. To strengthen the content of these recommendations, RRT Chair Rachel Welborn invited a set of trainers/specialists from a broad range of related perspectives to join a conversation to guide the report. Additionally, polling on the May 17th national RRT Civil Discourse webinar (https://publish.extension.org/civildialogue/about-the-civil-dialogue-team/) gave input into both how ECOP might consider the prioritization of the recommendations as well as training options that were of interest.
Feedback from the May 17th Webinar: Forty-five participants representing 17 states, 5 national entities, and one non-land grant organization joined the May 17th national webinar. During this session co-presented by Dr. Chris Boerboom and Rachel Welborn, participants were asked to indicate which two items they thought would most advance civil dialogue in their respective states. Participants highly valued face-to-face training as a strategy to advance civil dialogue on race relations. This tied for the top spot with the need to clarify roles that CES could or should take in a civil dialogue setting.

Additionally, participants were asked to weigh in regarding the ways in which training needs might be met. The first question, focusing on content, asked participants to rate their level of interest (low, medium, high) in having one of three types of training for themselves or people in their respective states. The different types of training were described as:

- Training on proven models
- Focused training on basic competencies
- Technical assistance in generating new innovative projects

Webinar feedback indicated the highest level of interest (63%) in training on specific proven models, although basic competency training was also highly rated when considering those with either high or medium interest levels. So, the ideal situation may be to address both basic competency skills along with training on proven models.

In the second question regarding training, participants were asked to select which of the following three training approaches they thought their respective LGU’s would be most likely to support:

- State train-the-trainer teams
- Regional (multi-state) train-the-trainer teams
- Direct training of local (county) educators

The state train-the-trainer team model received the strongest support from the voting webinar participants (n=30).

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ECOP Program Committee Reports

Council for Agricultural Research, Extension, and Teaching Liaison Report (CARET) Report

Submitted by Susan Crowell
Editor, CARET
Liaison to ECOP

Summary of Accomplishments

I am sorry that I could not be with you in person, both at the April meeting and at this July meeting. Since my last report, the volunteer delegates on the Council for Agricultural Research, Extension and Teaching (CARET) have continued their advocacy work for the land-grant system in their individual states, as well as on the national level during this critical appropriations period. During the CARET visits to Capitol Hill in March, the BAA’s “one-ask” budget proposal was emphasized, and continues to be our message.

The CARET executive committee, chaired by Dina Chacon-Reitzel, New Mexico, is scheduled to meet July 16, 2017, prior to the Joint COPS meeting. In addition to Chacon-Reitzel, CARET officers include: Vice Chair: Louise Beaman, Indiana; and Secretary: J. Nolan Ramsey, North Carolina.

The board was slated to receive updates from the following liaisons: ACOP, ECOP, ESCOP, ICOP, Minority-Serving Institutions, Budget and Advocacy, Committee on Legislation and Policy, NACo, Healthy Food Systems, NAUFRP (National Association of University Forest Resource Programs), AHS and the BAA Policy Board of Directors.

Tom Jones prepared an update on the Heard Act, or H.R. 5836, introduced by U.S. Rep. Paul Gosar, which creates a process for the sale of federal lands, with land grants (in the state where the disposal takes place) to share in the sale revenues (15%).

Through its executive director, Eddie Gouge, CARET provided information on land-grant advocacy to various groups; monitored related legislative activity (updates are communicated to delegates); and attended various meetings related to food and agriculture in D.C.

Upcoming Plans

Upcoming meetings:
Aug. 4-5, 2017: Southern Region Joint CARET-AHS meeting, North Carolina
Nov. 9-10, 2017: CARET executive committee meeting, Washington D.C.
March 4-7, 2018: Joint CARET-AHS meeting, Arlington, Va.
June 2018: TBD
Nov. 8-9, 2018: CARET executive committee meeting, New Orleans, La.

Request for Action or Discussion

Of note to ECOP, there was discussion at the March 2017 CARET board meeting about ways to recognize or hear from either the regional or National Excellence in Extension award winners, and/or the National Diversity Award winner or nominees at regional meetings, when location makes that possible. No action needed by ECOP, but would appreciate your comments or suggestions as to what is "do-able" travel expense-wise.

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National Urban Extension Leaders Report (NUEL reports to Program Committee)

Submitted by Chris Boerboom
Director, NDSU Extension Service
ECOP Representative to Other Organization

Summary of Accomplishments
Accomplishments:
• The National Urban Extension Conference (NUEC) was co-hosted by NUEL and the University of Minnesota. Accomplishments included:
  - The second recipient was awarded the National Urban Extension Leaders award
  - NUEL hosted the NUEC reception during the first night of the conference
  - NUEL members planned and implemented a full administrative track
  - A NUEL breakfast was held promoting the formation of regional caucuses and recruitment of members
• The 2019 NUEC will be held in Seattle, WA hosted by Washington State University, presented by NUEL.
• A national conference liaison from the Northeast region has been named to be part of the NUEL executive committee, who will co-chair the 2019 NUEC when it is held in the Northeast in 2021.
• Regional Caucus development is taking shape in a number of regions across the country including the South, 1890s, West and others.

Upcoming Plans
Upcoming Plans
• The South region is collaborating with the 1890s to host an urban meeting/conference in Chattanooga, TN in August 2017. This will help gel together the two regions as well as assist in developing the regional caucuses.
• An invitational urban forum/summit focused on green infrastructure is being planned for Portland, OR in February 2018. This effort places an emphasis on building greater relationships with municipalities and other partners. It also demonstrates NUEL’s effort to convene ‘off year’ urban conference opportunities that elevate Extension's work in urban areas.
• Continued focus on developing the regional caucuses. In-person, Zoom and other meetings are planned over the course of the next several months in respective regions.
• NUEL is working on a ‘white paper’ to be shared with the ECOP program committee for feedback and further refinement. It is anticipated this will be shared with the ECOP liaison to NUEL in time for the July meeting.

Request for Action or Discussion
• The ECOP program committee to review and offer feedback, recommendations on the NUEL ‘white paper’.
• Other support, encouragement, relationship building and partnership connections as appropriate.
Board on Human Sciences Liaison Report (BoHS) Report

Submitted by Linda Fox
Dean, College of Family & Consumer Sciences, University of Georgia
Liaison to ECOP

Summary of Accomplishments
The Board on Human Sciences, Inc. (BoHS) entered into a new management strategy as of January 1, 2017
- APLU will act as the management agent
- There will be an Executive Director for the and a part-time Staff Associate housed at APLU
- Eddie Gouge will serve as the Executive Director and an offer has been extended to an individual for the part-time Staff Associate position and we are awaiting a reply which is due back by July 7, 2017
- The position description for the part-time Staff Associate position is attached in case you want to use it
- The BoHS looks forward to taking advantage of the programmatic enhancements and financial savings that will be offered to the BoHS by bringing its operation under the APLU umbrella

As BOHS Liaison to ECOP, Linda Fox continued to be active on the CES Robert Wood Johnson Foundation national leadership and core team until May 2107 when we completed our work. Next steps are to hire the project director and begin implementation.

Upcoming Plans
BOHS Awards are seeking nominations before the Tues. August 8 deadline
The Outstanding Engagement Award is to recognize an individual who is a ‘campus based’ or a ‘state level faculty member’ for exceptional creativity and scholarship in the development, application, and evaluation of outreach, extension and public service programs.
The BoHS will meet at the Joint COPS in Alberta, Canada in July. Nominations committee will make its recommendations as well as update by the March 2018 annual conference planning committee.

Request for Action or Discussion
No request for discussion at this time.

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ESCOP Liaison Report

Submitted by Clarence Watson

ESS Section meeting: The ESS/ARD section Meeting and Workshop will be in Philadelphia September 25-28, 2017. Bret Hess (WY) is the ESCOP Chair, and Gary Thompson (PA) is Chair-Elect.

ESCOP met March 6, 2017 in Washington, DC and will meet again in July 18 in Kananaskis, Alberta, CA.

Multistate Research Award for Excellence: The following regional winners were selected for the 2017 National Multistate Research:

- **NE1227**: Ovarian Influences on Reproductive Success in Ruminants
- **W3112**: Reproductive Performance in Domestic Ruminants
- **S1065**: Sustainable Practices, Economic Contributions, Consumer Behavior, and Labor Management in the U.S. Environmental Horticulture Industry
- **NC1186**: Water Management and Quality for Ornamental Crop Production and Health

The winner (NC1186) was recognized at the APLU meeting in Washington, DC in November.

ESCOP Website: Good progress is being made in the development of the new ESCOP website (http://escop.info/). We are currently working with the Clemson University group who developed the new NIMSS website to develop the new ESCOP website. Work is well underway populating areas in the new website. Regional offices will assume responsibility for specific pages, e.g. S&T, B&L etc. A live demo is anticipated at the Joint COPs meeting.

The Budget & Legislative Committee: The ESCOP B&L Committee met on March 6 in conjunction with the AHS-CARET meetings. The ECOP B&L Committee chair was also in attendance. Discussions focused on advocacy for the single increase budget request for NIFA, Farm Bill efforts; exploring ways to coordinate the activities of the respective B&L committees; identifying needed “work products” that haven’t already been generated (pre-review documents); and creating broad-based support of major BAA initiatives such as the water security initiative. ESCOP B&L supports the BAC long-standing policy of “do no harm” to existing efforts.

National Research Support Program: The National Research Support Program (NRSP) provides off the top funding in support of research. For FY 2017, there are seven NRSPs funded for a total of $1.97 million. Current NRSP projects (Termination date):

- NRSP-3: The National Atmospheric Deposition Program (NADP) (2019)
- NRSP-4: Enabling Pesticide Registrations for Specialty Crops and Minor Uses (2020)
- NRSP-6: The US Potato Genebank: Acquisition, Classification, Preservation, Evaluation and Distribution of Potato (Solanum) Germplasm (2020)
- NRSP-10: Database Resources for Crop Genomics, Genetics and Breeding Research (2019)
The NRSP committee will meet June 7, 2017 in Atlanta to review new proposals and conduct midterm reviews.

**Diversity and Inclusion:**
ESCOP participated in a Diversity and Inclusion Workshop, March 6, 2017 in Washington, DC. Pamala Morris, Assistant Dean/Director of Office of Multicultural Programs for the Purdue College of Agriculture conducted the workshop. ESCOP members were administered the Intercultural Development Inventory (IDI) tool prior to the workshop and the results of that survey served as the basis for the discussion. Two additional sessions were provided on March 7 and were open to the larger membership of BAA. An additional session on diversity and inclusion, is planned for 2017 ESS/ARD workshop Philadelphia.

**Breakthroughs 2030:**
ESCOP has contributed $5000 toward the development of the *Breakthroughs 2030* effort to develop a compelling strategy for food and agricultural research for the next decade and beyond sponsored by the National Academies of Sciences, Engineering, and Medicine’s Board on Agriculture and Natural Resources.

**Action Requested:** Information Only

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**Robert Wood Johnson Foundation Culture of Health PRM Effort Report (Part of ECOP Program Committee Report)**

Submitted by Michelle Rodgers  
Associate Dean, Director, UD Extension

**Summary of Accomplishments**
- Anticipate response from RWJF after their late July board meeting  
- Interviewing national project director candidates in July  
- Selecting professional development institution through RFA process  
- Final recommendation on 5 LGU selection will go to RWJF in late July  
- RWJF CEO Dr. Richard Besser commended us as a “great partner” at the Aspen Ideas Festival. We will also invite Dr. Besser to keynote NHOC in May 2018.

**Action Requested:** Request that any unspent funds from 2017 ECOP Budget for ECOP/ESCOP Health Implementation be obligated for as needed for manuscript printing for 2018 NHOC.
Journal of Extension (JOE) Report
Submitted by Ami Smith
Associate Vice President for Public Service, West Virginia State University
ECOP Representative to Other Organization

Summary of Accomplishments
The Journal of Extension Special Issue on Innovation is moving forward. After a call for papers, the Journal received 186 abstracts representing 40 states and 47 institutions. A group of guest editors is being convened to begin the abstract vetting process.

The EJI Board began a new strategic planning process at the March Face-to-Face meeting in Austin, Texas. It is anticipated that the strategic planning will continue at the next Face-to-Face meeting in September in Bozeman Montana.

Upcoming Plans
Once a draft strategic plan has been developed the plans will be distributed to ECOP and other stakeholder organizations for feedback.

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NEDA Planning Committee Report
Submitted by Michelle Rodgers
Associate Dean, Director, UD Extension

Summary of Accomplishments
The committee has set objectives and completed plans for networking and professional development portion of the meeting. This includes:
- fulfillment of a request by the Northeast Region to contract for optional transportation to Downton District on Tuesday, October 3
- organization of 5, 90-minute learning sessions

Planning of the eXtension Foundation Meeting, 8:00-8:50 a.m. ET, Tuesday October 3rd will be presided over by Board of Directors Chair Vernon Jones.

Planning of the Cooperative Extension Section Business Meeting portion, 8:50 – 10:10 a.m. ET on Tuesday, October 3rd will be presided over by ECOP Chair Fred Schlutt.

Registration [http://www.cvent.com/d/55qd1t](http://www.cvent.com/d/55qd1t) began on June 13, 2017. 85-90 participants from 60 institutions are anticipated.

Upcoming Plans
Committee has adjourned until September.

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The ECOP National 4-H Leadership Committee met June 20-21, 2017 in Minneapolis, MN. All members were able to participate for all or part of the meeting.

Arch Smith, State 4-H Program Leader, University of Georgia and Marshall Stewart, Director, University of Missouri were welcomed to the committee.

Information Outcomes:

The Program Leader Working Group is organized and functioning. They were to review four charters at their meeting June 21-22. The chartering process gives structure to the establishment of committees and teams addressing multistate 4-H activities, programs and events.

National 4-H Congress Board of Directors – The Leadership Committee moved and approved unanimously that the National 4-H Congress Board be eliminated. Responsibility for Congress to rest with the Design Team with the addition of two directors, the host state director and another. The process will be determined through the development of a charter for National 4-H Congress.

FFA and 4-H – following significant discussion about the perception of greater visibility of FFA with the new administration and the intent of FFA to seek resources and support from USDA, it was the feeling of the committee to pursue conversations with FFA on working together for mutual benefit.

Enrollment and Data Management Work Group – This work continues to address the issues around defining the 4-H experience and the need for a more current reporting approach.

4-H Name and Emblem – The Committee agrees that no one wants to do anything to risk the integrity of the 4-H brand. However, there is need to increase visibility in places 4-H is not well known, inspire support for 4-H, and use modern cause marketing principles. A brainstorming session was held to determine priority areas for consideration. The priority areas are to be reviewed by the committee prior to sending to NIFA.

To support the stated goal, the process of developing a growth plan was initiated. The Committee will be having conversations with thought leaders who are supportive of 4-H but are also critical of our system being able to make the necessary adaptations to succeed.

The Committee will hold its summer meeting in conjunction with the National 4-H Council Board of Trustees.
Fundraising Wins Add up to Major Support for 4-H Positive Youth Development

National 4-H Council raised more than $22 million in Fiscal Year 2017 (July 1, 2016- June 30, 2017). And Fiscal Year 2018 is off to a great start with a major commitment from Microsoft ($3 million over three years). New investors and renewals include Microsoft, Subway, Target, Monsanto, Robert Wood Johnson Foundation, S.D. Bechtel, Jr. Foundation and Walmart. Walmart is among Council’s largest donors ($10 million since 2008).

Tractor Supply Partnership Surpasses $11 Million Mark

The spring Paper Clover Promotion raised $825,000 – bringing the total amount raised to more than $11 million in eight years. Proceeds from the bi-annual national in-store promotion benefit state and local 4-H programming. Many thanks to local 4-H programs for all you do to make Paper Clover a success year after year.

Fall promotion: October 4-15
https://www.tractorsupply.com/landing-pages_4-h_4h-tsc

Raise Your Hand Promotion Attracts Thousands of Alumni

The Raise Your Hand promotion and contest kicked off in March as a creative way to engage alumni and the response has been great. Nearly 60,000 alumni raised their hands in support of their states, and as a way to continue the momentum, the activation will continue through August 31. Link to the toolkit on the 4-H NORC:
http://4-h.org/professionals/marketing-resources/4-h-alumni-toolkit/

Congratulations to Ohio, which came in first place with nearly 12,000 hands raised, followed by Indiana (10,600) and Texas (6,836). These states will receive a $20,000, $10,000 and $5,000 reward for their local programs respectively.

4-H in the News

4-H’s growth and re-branding efforts continue to garner positive, national media coverage. In July, 4-H was the cover story in the Chronicle of Philanthropy, the leading publication for the U.S. non-profit industry read by major foundation and corporate donors, philanthropists and influencers as well as non-profit leaders. Partnership, be sure to attend the upcoming webinars.

The story featured 4-H youth, programs and alums from California, Delaware, Kansas, Oregon and Tennessee.

4-H Celebrities Sharing Their Stories
Several prominent alums, including GRAMMY award-winning singer-songwriter and Georgia 4-H alumnna Jennifer Nettles, are giving back and sharing a day in the life with fellow 4-Hers. If you haven’t seen the videos yet, be sure to check them out. And share them with others. They are a great story-telling tool.

Video: https://www.youtube.com/watch?v=uxIXtDmhgRg

Opportunities for your State Programs

Buy Kits, Register now for the 10th annual National Youth Science Day
The world’s largest youth-led science design challenge will take place on October 4. This year’s challenge, Incredible Wearables, was developed by the University of Nebraska – Lincoln.

Visit: http://4-h.org/parents/national-youth-science-day/ to find out how you can get involved.


Youth in Action Awards
Applications for the Youth in Action Awards open on August 1.
Visit http://4-h.org/parents/4-h-youth-in-action/ to find out more.

National 4-H Week Theme: Grow True Leaders
Join communities across the country to celebrate National 4-H Week during the first full week of October. A Grow True Leaders tool kit is in the works and will be available in August on the 4-H Marketing Online Resource Center.

Webinar on August 9
https://event.on24.com/wcc/r/1457850/1D99ABC68DA99179AE

Registration for Citizenship Washington Focus and Leadership Washington Focus 2018 is Open
CWF and LWF are the most memorable leadership and citizenship focused experiences for 4-H’ers in middle and high school. Contact your local 4-H Extension office or your 4-H educator for more details on how to register.

Learn More at www.4HCW.org or call 1-800-368-7432

Subscribe to 4-H Professionals News and Notes
This weekly e-newsletter covers new partnerships, programs and products designed to support your high-quality 4-H programs, and is delivered to in-boxes every Tuesday afternoon. Sign up at http://www.4-h.org/newsletters

Questions?
Contact: Kate Caskin
National 4-H Council
kcaskin@4-H.org or 301.961.2973

Visit www.4-H.org | Shop at www.4-HMall.org
Find Marketing Resources at www.4-H.org/MORC

4-H is the youth development program of our nation’s Cooperative Extension System and USDA.
### 2018 Budget

**2017 ECOP Carryover (APLU Holdings)**
- To Be Determined

**National Health Implementation Carryover for Cost of Printing**
- To Be Determined

**Income**

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<td>Other (estimate based on 2016)</td>
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<td>Meetings (equal to meeting expenses)</td>
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**Total Income**

- $612,094

**Expense (explained below)**

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<td>Meetings (equal to meetings income)</td>
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<td>Travel expenses including local meetings</td>
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<td>Staff development (includes orientation for new executive director)</td>
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<td>Technology and communications</td>
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<td>APLU Support for ECOP</td>
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**ECOP Executive Committee**

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<td>Memberships &amp; related fees</td>
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**Personnel Committee Excellence in Extension Award**

- $12,000

**Program Committee National Diversity Award**

- $5,300

**4-H Leadership Committee**

- $7,500

**Strategic Priorities**

- $31,500

**National Impacts Database Committee**

- $12,500

**ESS-CES-AHS Communications and Marketing Effort**

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**Total Expenses**

- $612,094

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*Salary and benefits have been estimated by APLU CFO with adjustments anticipated for hiring a new Executive Director. Permanent ED Position Estimate including benefits is $230,248.

**This budget line is designed to support efforts of ECOP in order to advance strategic priorities. Every effort is made to use funds from annual income. If needed, reserves can be used as long as a $200,000 carryover is retained in order to cover approximately six months of ECOP National Office staffing and related costs (Approved by ECOP July 2016).*
Time and Effort Reporting – OMB Standards

**Monitoring Review Standards for Documentation of Personnel Expenses** *(2 CFR 200.430(i))*

In conducting reviews, NIFA is following OMB standards in examining grantee records to ensure that an institution’s system of internal controls is adequate to:

1. Assess the sufficiency of ensuring payroll costs are properly/accurately charged (i.1)
2. Determine whether there are records to support the distribution of an employee’s salary among different federal awards or other activities (i.1.vii)
3. Confirm that budget estimates are reconciled against actual activity (i.1.viii)
4. Support the process to review interim charges after-the-fact and make needed adjustments (i.1.vii.C)
5. Ensure that matching funds are following the same policies and procedures are federal funds (i.4)

**Allowances for Institutions of Higher Education in the Uniform Guidance** *(2 CFR 200.430(i)(1)(x))*

- Split appointments (i.e. teaching, research, services, and administration) are often inextricably intermingled in an academic setting
- A precise estimate of factors that contribute to costs is not always feasible, nor is it expected

However, the Institution’s records must support the distribution of an employee’s salary among specific activities or cost objectives if the employee works on more than one Federal Award *(2 CFR 200.430.1.1.vii)*

**NIFA Expectations**

Overall: Reasonable assurance that the payroll costs charged to NIFA awards are accurate, allowable, and properly allocated across multiple awards or activities.

- Prescribed measurement and tracking methods for effort so staff know what is expected – versus estimating or “eyeballing.” Recommend that the measurement method be consistent across staff classifications.
  - Documented in policies and procedures
  - Ties back to Institution Effort Reports.
- Process to review budgeted estimates against actual work (effort) because the Uniform Guidance states that estimates determined before the services are performed alone do not qualify as support for charges to Federal awards *(2 CFR 200.430(i)(1)(viii))*
  - Previously, budgeted estimates were sufficient and reconciliation not mandatory for IHE’s. THIS A CHANGE UNDER THE UNIFORM GUIDANCE
  - There must be a process to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated
- Salaries and wages charged to match must be supported in the same manner as salaries and wages charged to the Federal award. *(2 CFR 200.430(i)(4))*

Draft July 14, 2017
Common NIFA Monitoring Findings

1. NIFA is unable to conclude payroll allocations for split appointments are accurately or inaccurately charged to NIFA grants.
2. NIFA is unable to validate that systems of internal controls include a review process to ensure charges based on actual effort versus budgeted estimates.
3. NIFA is unable to find sufficient internal controls to reasonably assure that the amounts charged to Federal awards are accurate, allowable, and properly allocated.

NIFA Recommended Corrective Actions

Develop internal policies and procedures that include:

1. Guidance on how the percentage of effort expended on federal awards is to be measured, documented, and reported.
2. A requirement that effort reporting forms are reviewed and certified by the employee.
   a. The Uniform Guidance does not specify how frequently this must occur.
   b. NIFA does not believe annual certification meets the standards in the Uniform Guidance and recommends more frequently.
3. A designation of staff member positions that are accountable for the review and certification of time and effort reports and documentation.
4. A description of the procedures/documentation to be used in the review and certification process.
5. A process for creating and maintaining documentation to support the above.

Draft July 14, 2017