Held in conjunction with 2018 NEDA and Cooperative Extension Section Business Meeting
Gevurtz Room, Mezzanine Level, Embassy Suites, Portland, Oregon

Attachments and Written Reports:
- Minutes of September 20, 2018 Meeting – URL
- Finance Update – 7
- JCEP request – 8-9
- 2019 ECOP Budget – URL
- NIFA listening sessions – 10-11
- National Impacts Database Committee Report – 12-13

MINUTES OF ANNUAL CES BUSINESS MEETING AND ECOP

WEDNESDAY, OCTOBER 3, 2018, 1:00 – 3:00 P.M. PACIFIC TIME

OPENING BUSINESS –
Chuck Hibberd: The meeting was called to order. Attendance is recorded on pp.5-6. A quorum was present. Tom Dobbin made a motion to accept the Finance Update (p.7) as information. Carolyn Williams seconded. Motion passed. Mark Latimore made a motion to approve the minutes from last meeting (URL) as presented. Vonda Richardson seconded. Motion passed. Chuck Hibberd called for a verbal review of the NEDA meeting. Discussion: Michelle Rodgers appreciated the extra time for the CES Business Meeting portion and recommended to have at least 2.5 hours the next time. Fred Schlutt appreciated that Rick Klemme stepped up to take lead on planning.

Chuck Hibberd: Asked that the following action items from CES Business Meeting, with a voting quorum present, held on Tuesday, October 2, 2018, 8:30 a.m. – Noon, Pacific Time, be entered into the record.

Fred Schlutt, University of Alaska, made a motion to suspend the rule, “the proposed amendment [to the Rules of Operation] has [to be] mailed to all members one month in advance of a business” and to accept the changes as presented. Tom Dobbins, Clemson University, seconded. The motion passed.

The Molina Foundation has graciously committed $20,000 for the work of the ECOP Extension Resource and Partnership Committee. The Executive Director will compose a letter of appreciation.

1. INFORMATION FOR EEC ACTION/RECOMMENDATION: – Chuck Hibberd
   a. JCEP request –

Chuck Hibberd/Casey Mull: Referred to that attached from JCEP Spring board meeting with Scott Reed’s contributions. With a purpose of resource development for JCEP, create a credential provision with
outreach and engagement competency emphasis with contemporary skill sets. ECOP/JCEP Task Force charged with oversight with support of eXtension to create the outline, using instructional designer.

Bill Hare: Is the 21st Century Extension Professionals curriculum considered part of this. Casey Mull: Take that 21st Century Extension Professionals curriculum document to build upon. The task force would decide if competencies are applicable beyond Extension. Beyond the initial credential process, updates on competencies and curriculum would fall to JCEP. Task force would consider this question – potential for add-ons for professionals beyond Extension. Credential may be term limited with continuing education over a select period of time.

Louie Tupas: Summer intern undergraduate grant program has potential for this work. Chris Geith: Value of JCEP is that it has the reach across all disciplines.

Chuck Hibberd assigned this item to the Personnel Committee for their recommendation on value of idea and potential funding.

2. INFORMATION/DISCUSSION –
   a. 2019 ECOP Budget

Ed Jones made a motion to approve the budget as presented. Fred Schlutt seconded. Discussion: Sandy Ruble noted that the personnel line will likely increase in 2020 with more national office staffing changes. Motion passed.

3. INFORMATION/DISCUSSION – Chuck Hibberd
   a. NIFA updates – Mike Fitzner, Luis Tupas

Mike Fitzner/Louie Tupas: The deadline for expressions of interest by state’s to become host for NIFA is extended to 10/15/18. By Jan/Feb 2019 timeframe the location is announced, with marching orders for employees to follow. Without interruption to funds when expected – no delays, earlier but not later. Decision on competitive grant process changes will be announced. The move will be a disruption, but it will be monitored with as little impact on the land-grants as possible. The lease ends January 2020 but there is an option to extend. Security clearance is proceeding for Dr. Scott Hutchins as Under-secretary. After Dr. Scott Angle is sworn in 10/29/18, Louie and Mike Fitzner will work inform him of the importance of continuity in grants management and NPL relationships. There are about 400 NIFA employees and 300 from ERS total. 10% of essential NIFA employees are intended to remain in DC – unknown criteria to determine essential. Q-Are there ways for ECOP to be helpful? The listening sessions is an appropriate place – unfiltered, recorded, documented. Internally, inventory of knowledge is undertaken, as soon as Louie know about attrition, he will make introduction to a replacement. Executive Committee will consider talking points and come back with recommendation.

Chuck Hibberd: Visited NIFA on 9/27/18, met with Mike Fitzner and Erin Riley. NIFA support for Brian Kowalkowski, designated non-voting representative, from 1994 Extension intuitions, to attend ECOP meetings is suspended for now. Discussion will continue with NIFA officials on this issue. Ed Jones will follow up with Scott Angle to make the point that 1994 institutions do not have a voting position on ECOP – strictly Liaison purpose. Due to farm bill hold up, EFNEP money is being held up, directors and administrators need to be made aware and plan. Louie Tupas will take this concern under consideration, too.

   b. NIFA listening session engagement strategy –

Action: Finalize ECOP guidance on messaging


Chuck Ross: The move of NIFA outside of DC should not be the focus of the testimony but cannot be ignored.

Sandy Ruble: The frequency of expressions of concern regarding “the move” instead of a unified message, whether on the web or in person-person will have the greatest influence with the Secretary and administration.
4. INFORMATION/DISCUSSION from CES Business Meeting
   a. Plan of work/reporting themes
      **Action:** Consider formation of a joint Task Force with NIFA reps to move this forward
      Chuck Hibberd/Others: One or 2 systems (NIFA and National Impacts Database) whichever is deemed appropriate and more simplified. Nine science-emphasis areas. A need for a way to sort by key terms.
      Mike Fitzner: 3rd purpose of a reporting system is to inform the NPLs.
      Carolyn Williams: Need to always consider to keep 1890s and others involved in next steps so that there is no harm done.
      Michelle Rodgers: importance of interdisciplinary work (20 instead of 200 keywords).
      Louie Tupas: Aggregation is based on the way to make competitive grants around science.
      Rachel Welborn: Concern about the misusing aspect of Community Development/rural prosperity
      Others comments: should farm bill and/or rural prosperity priorities be included; need to know if content feeds priorities for competitive funding; consider transdisciplinary approaches; use of verbs rather than nouns.
      The Executive Committee will take this discussion into account with recommendations to form a task force; NIFA, CES, ESS and Evaluators.

b. Strategic realignment
   **Action:** Does ECOP have a position on the proposal to realign NIFA budget lines?
   Chuck Hibberd: Opened the floor for discussion on the question.
   Congressional language drives things. The BLC is tentative/skeptical about the outcome of realignments that have been suggested so far, asking what is the real purpose; is it better to have transparency of 43 lines versus non-transparency of report language; concern about lines being added back in when a given line is not visible in a more limited number of lines. Recommend having regional conversations. As soon as Cornerstone webinar (Appropriations 101) should be a precise definition of the purpose of strategic realignment. Question topics – pros and cons of moving forward with strategic realignment process.
   Summarize the points made, explain why this is happening, but not a recommendation. There are 6-8-9 lines that protect the bulk of what Cooperative Extension is. Understanding of appropriations is good but is not directly connected. Tie the capacity to competitive lines, not rush into this. Understanding of the purpose and interested result of streamlining. See what is revealed during the webinar, make points, get responses from the regions and perhaps consider a letter signaling that no action be taken before 2021 budget.
   Chuck Ross made a motion that ECOP ask for clarity of definition of purpose and to request a delay action on realignment until at least the 2021 Budget to allow for further study. Tom Dobbins seconded. Motion passed. Jon Boren, Chuck Hibberd and Mark Latimore who served on the Strategic Realignment Committee will deliver the message.

   c. Advocacy and communication
      **Action:** Any additional perspectives beyond the letter to BAA?
      Ed Jones: The committee that was formed by ECOP has not completed work, meeting coming up on 10/8/18. If ECOP members have additional thoughts, please contact him.

THURSDAY, OCTOBER 4, 2018, 8:00 A.M. - NOON

d. Extension resource and partnership development
   **Action:** Acknowledge next steps
   Chuck Hibberd: Acknowledge contribution authorize to continue BH/CW

e. 4-H Leadership Committee
   Chuck Hibberd/Ed Jones: The Committee is making great progress in name and emblem to come to a more permanent solution; to be resolved in the next few months, to give Council more authority in use of name and emblem. Ed Jones made a motion to affirm the direction explained above. Carolyn Williams seconded. Motions passed.
   Ed Jones made a motion to affirm the work of the 4-H Leadership Committee around the Growth Initiative. Fred Schlutt seconded. Discussion: Ties to capacity building on innovation work group, recognition of Andy
Turner’s work in the Pathways project, focus on positive youth development and associated best practices, focus on what 4-H youth engagement means, introduce needed research base in this area, engaging NUEL, consider this as a Next Generation Extension – Learning for Leaders webinar topic. Motion passed.

Ed Jones: Growth initiative, using innovative approaches will to increase 10M 4-Hers. “Pathways” project.

5. Committee Reports
   a. Executive –

Chuck Hibberd made a motion to support in principle the Board on Human Sciences proposal to establish a new position for the SNAP-Ed Program Development Team and pursue related funding. Lou Swanson, seconded. Motion passed. Jo Britt-Rankin: Working with Helen Chipman for verbiage to send to the system, to begin January 1, 2019, est. $100,000.

Chuck Hibberd: With respect to formalizing Cooperative Extension Section’s relationship eXtension Foundation – Membership is not limited to the following: Mike Gaffney (Washington State University), Chuck Hibberd, Jason Henderson, Lindsey Shirley (Oregon State University), Vonda Richardson, NIFA-Brent Elrod. Group should be as diverse as possible. Jason Henderson agreed to convene the groups with the support of EDA Team Member Executive Director Ali Mitchell. Charge: clarity of purpose and frame, by January 1, Building Capacity for Innovation, as discussed. Discussion points: The result of conversations conducted by 4-H Leadership Committee in Silicon Valley could be similar, opportunity to affirm this kind of support. Recent meeting about the project of innovation group. Application for entire country, capacity to think innovatively, Color Our World, Inc. Susan Raymond. If you were going to start 4-H today, what would it look like? Mike Fitzner: Are there needs for funding for research to support this? This is a very good idea to add this to the presentation of listening session. ECOP approved motion from ECOP Executive Committee by consensus.

Ed Jones stated a motion coming from Executive Committee to designate whomever is the ECOP Chair-elect to the position of ECOP Liaison to ESCOP. This will become a duty of the Chair-elect. Motion passed.

Chuck Hibberd: The Executive Committee recommends continuance of conversations of Chuck Hibberd, Ed Jones and Rick Klemme with the Nation Academies of Sciences, Engineering and Medicine/Board on Agriculture and Natural Resources study of Extension. Tom Dobbins second. Motion passed.

Chuck Hibberd: ECOP Executive Committee supports the crafting of language for the NIFA Listening Session regarding relocation. Chuck Ross seconded. Motion passed.

   b. Personnel/Professional Development –

Chris Watkins: The committee considers changing the process of the Excellence in Extension Award structure to move from every region receiving an award and to develop new awards that achieve aims of recognizing excellence in specific areas, e.g. on campus, off campus. Consideration for two awards: 1) for field educators, 2) regional and state programming, and consideration for team award as opposed to only individuals. Ask for feedback from the EDA team. Look for overlap with JCEP awards. Consider the recognition process: Value of presenting the awards at APLU Annual Meeting and/or the value of recognition at NEDA Meeting.

Chris Watkins made a motion to have the Personnel (Profession Development) Committee move forward to finalize the ideas explained in the paragraph above before the end of calendar year 2018. The motion was seconded by Vonda Richardson. Discussion: Altering the language for the present award has not worked. Field Faculty in many instances have been the biggest change-makers. Concern was raised about moving away from regional awards; consider doing so if NIFA agrees. The correlation with the McGrath Award should also be considered in this process. Consider inclusion of NACo as a partner of the field faculty awards. Bottom line is a need to recognize the value of local educators – not at the expense of state specialists. Motion passed.

Chris Watkins made a motion to change the name of the Committee from Personnel to Professional Development. Carolyn Williams seconded the motion. Motion passed.

Next Generation Extension – Learning for Leaders. The Committee does not see themselves in the role as coordinator.

Chris Watkins: Motion - ECOP gives broad support for a JCEP Certificate Program pilot with an evaluation component with consideration for an online course component. Lou Swanson provided a second.
Discussion - this is a credentialing process with delivery discussion on-going (not a one-time workshop); may need more details about delivery and evaluation; some institutions have platforms that may be helpful; JCEP would be the organizing clearinghouse and approving alternative pathways to ways to achieve credentials, possibility of capstone experience; would help with providing consistency across our 76 institutions; connect subject matter and extension competencies; NIFA staff might benefit from this, confidence in proposal with online training, less time, expense; building a pipeline for potential Extension employees. Motion passed

Chris Watkins: Announce Vonda Richardson, Chair of the Professional Development Committee in 2019.

Lou Swanson made a motion to begin a Working Group of ECOP and ESCOP for an on-boarding or socializing program for faculty and graduate students to the land-grant system. Carolyn Williams seconded. Discussion: need to provide basic education on the structure of land-grants and the supportive BAA structure, possible expansion of new administrator orientation archived webinars, need to determine focus of audience (inside the university and the broader community). Motion passed.

c. Program –

Carolyn Williams: Coming Together Update: 20 state participated, 74 people, 11 missed the deadline that wanted to participate, total of 30 states valued this effort. Motion provided a report of the Coming Together for Racial Understanding workshop (see attached report). The possibility of hosting a second training was mentioned. Eleven additional states have expressed interest in training. Motion coming from Program Committee: ECOP for commit $10,000 in the 2019 ECOP Budget Strategic Priorities line for a second round of training, noting that other sources of funding will be pursued by Southern Rural Development Center with eXtension Foundation. Discussion: need for coordination and explanation of how the money will be used, alternative request by Rachel Welborn for western region with the WRRDC. Motion passed.

Carolyn Williams announce that she will continue as Chair.

6. DISCUSSION – 2019 Joint CES/ESS Meeting Topics

Chuck Hibberd: Examples of extension/research administrators and directors working together, discussion by leaders can raise awareness of value of research and Extension on campus, joint Futuring (building from western region joint agenda), role of Extension in setting research priorities in Colleges and NIFA, addressing issues – and engaging – across difference (gender, race, class, etc.), investigating translational approaches to extension and research, potential regional coordination of chair, NRCS collaboration, CMC expectations, Plan of Work reporting, include USDA-NIFA Director Scott Angle and Doug Steele, timing of ECOP/ESCOP and Section meetings; best practice show-case examples, advance land-grant literacy, where are the research priorities come from and how are they set. ECOP Meeting (Start a half-day?) should be held before Joint Sessions and NEDA. Meet the day before and last afternoon.

7. Other

Ed Jones made a motion to support inclusion of 1890/1994 institutions, incentivizing joint land-grant universities applications within states during the next wave of Well Connected Communities. Vonda Richardson seconded. Motion passed.

8. Executive Session (optional)

a. Feedback on staff performance

Chuck Hibberd will give feedback, short turn around on this, before next week.

ADJOURN

ECOP Membership

Voting Members

✓ Chuck Hibberd, Executive Committee Chair, University of Nebraska
✓ Ed Jones, Executive Committee, Chair-elect, Virginia Tech
✓ Fred Schlutt, Executive Committee Past-chair, University of Alaska
✓ Tom Dobbins, Personnel Committee & Chair of Private Resource Mobilization Program Oversight Committee, Clemson University
Beverly Durgan, Personnel Committee, University of Minnesota Extension

Bill Hare, Executive Committee, University of District of Columbia

Jason Henderson, Program Committee, Purdue University

Gary Jackson, Program Committee, Mississippi State Extension Service

Mark Latimore, Executive Committee, Fort Valley State University

Scott Reed, Program Committee, Oregon State University

Vonda Richardson, Personnel Committee, Florida A&M University

Chuck Ross, Program Committee, University of Vermont

Louis Swanson, Personnel Committee, Colorado State University

Chris Watkins, Personnel Committee Chair, Cornell University

Carolyn Williams, Program Committee Chair, Prairie View A&M University

Ex-officio, Non-voting Members

- Rick Klemme, ECOP Executive Director, Cooperative Extension/ECOP
- Michelle Rodgers, University of Delaware – ECOP Representative to BAA Policy Board of Directors
- Jon Boren, New Mexico State University, ECOP Budget & Legislative Committee, Chair
- Louie Tupas and Mike Fitzner – USDA-NIFA
- Jo Britt-Rankin, Board on Human Sciences, University of Missouri
- Michelle Rodgers, Project Director, Well-Connected Communities, University of Delaware
- Chris Geith, CEO, and eXtension Foundation
- Bob Godfrey, Experiment Station Committee on Organization and Policy, University of Virgin Islands
- Barbara Petty, eXtension Foundation Board Chair, Purdue University
- Jennifer Sirangelo, CEO, National 4-H Council
- Jake Tibbitts, Council for Agricultural Research, Extension and Teaching

Executive Director and Administrator Team

- Ron Brown, Southern Region
- Albert Essel, 1890 Region
- Lyla Houglum, Western Region
- Rick Klemme, DC Office
- Ali Mitchell, Northeast Region
- Sandy Ruble and Marianne Klein, DC Office
- Robin Shepard, North Central Region

Guests:

- Wendy Powers, University of California
- Aufa’i Apulu Ropeti Areta, American College of Somoa
- Terry Meisenbach, eXtension Foundation
- Rachel Welborn, Southern Region Rural Development
- Jeremiah Wilson, Langston University
- Brian Kowalkowski, College of the Menominee Nation

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**ECOP National Leadership 2018**

Last update 9/1/18

### 2017 ECOP Holdings by APLU Holdings

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<th>Description</th>
<th>APPROVED BUDGET</th>
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<tr>
<td>National Health Implementation Carryover for Cost of Printing</td>
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<tr>
<td><strong>Beginning Balance</strong></td>
<td>$3,587</td>
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<tr>
<td>Income</td>
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<tr>
<td>Assessments (3 institutions unpaid, 2 pardoned)</td>
<td>600,000</td>
<td>589,860</td>
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<td>Other (interest on ECOP Holdings with APLU)</td>
<td>2,094</td>
<td>1,913</td>
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<td>Meetings (Equal to Meeting Expenses)</td>
<td>10,000</td>
<td>36,200</td>
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<td><strong>Total Income</strong></td>
<td>$612,094</td>
<td>$627,973</td>
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<td>Expense (explained below)</td>
<td>$612,094</td>
<td>$335,776</td>
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#### ECOP National Office Operations

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<tr>
<td>Salary and benefits (originally calculated for full time ED)</td>
<td>324,663</td>
<td>165,356</td>
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<tr>
<td><strong>Staffing Transition</strong></td>
<td></td>
<td></td>
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<tr>
<td>Part-time ED, Full Time Program Assistant (PA) - January-April</td>
<td>108,221</td>
<td>83,488</td>
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<td>Part-time ED, Full-Time Assistant Director, Part-time PA - May-Dec.</td>
<td>216,442</td>
<td>81,868</td>
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<td>Meetings (Equal to Meetings Income)</td>
<td>10,000</td>
<td>8,859</td>
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<td>Travel expenses (will increase by 25-30% per ED contract)</td>
<td>18,500</td>
<td>22,153</td>
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<td>Staff development (originally calculated to inc. orientation of a full time ED)</td>
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<td>Office supplies</td>
<td>500</td>
<td>43</td>
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<tr>
<td>Technology and communications</td>
<td>2,500</td>
<td>1,887</td>
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<td>Design, printing, engraving (includes Nat. Health Implementation Printing)</td>
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<td>3,587</td>
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<td>Miscellaneous</td>
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<td>APLU Support for ECOP</td>
<td>41,000</td>
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<td>(Office space, conference/meeting support, human resources, payroll, IT Help, legal assistance, copying, etc.)</td>
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<tr>
<td><strong>Staffing Transition</strong></td>
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<tr>
<td>Same as FY17 based on 1.965 FTE - January-April</td>
<td>13,667</td>
<td>13,657</td>
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<td>Based on 1.400 FTE - May-December</td>
<td>27,313</td>
<td>17,953</td>
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#### ECOP Executive Committee

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<tr>
<td>Meeting support</td>
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<td>Memberships &amp; related fees (NC-FAR)</td>
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#### Personnel Committee Excellence in Extension Award

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#### Program Committee National Diversity Award

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#### 4-H Leadership Committee

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#### Strategic Priorities

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<tr>
<td>Support for JCEP Town Hall</td>
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<td>Meeting Support for National Impacts Database Writing Team</td>
<td>2,500</td>
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<tr>
<td>Meeting Support for Extension Resource and Partnership Development (formerly PRM)</td>
<td>8,068</td>
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<td><strong>Total Strategic Priorities</strong></td>
<td>$31,500</td>
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#### National Impacts Database Committee (Website Host with ESCOP)

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<td>$12,500</td>
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#### ESS-CES-AHS Communications and Marketing Effort

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<td>kglobal</td>
<td>111,331</td>
<td>64,944</td>
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<tr>
<td>Cornerstone Government Affairs</td>
<td>22,000</td>
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*On December 14, 2017 ECOP Executive Committee extended the contract with Executive Director Rick Klemme until April 30, 2020 at 0.60 FTE. On April 12, 2018 ECOP Executive Committee approved creation of Assistant Director (internal promotion effective 5/1/18) and creation of Part-time Program Assistant (new effective 5/16/18).*

**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).**

*** On October 15, 2017 ECOP voted to spend $5,000 for travel expenses for the National Impacts Database Content Writing Team to meet face-to-face, matching ESCOP contribution.  
2018 Budget was approved by ECOP on July 18, 2017.

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TYPE 1 - A request for action by or dialogue with ECOP on October 3-4, 2018

Type a question
Request support, advice, and budgetary support for creation of an Extension credential.

Name of person making this submission
Casey Mull

Email address of the person named above
mullcd2@uga.edu

If you are submitting this request/report on behalf of the person named above, please provide your email address here. Thank you.
mullcd2@uga.edu

Select the source of this submission from the list provided or add another
Joint Council of Extension Professionals (JCEP)

Summarize background information or accomplishments.
An idea arose from a discussion during the Spring Face-to-Face JCEP Board meeting around the area of resource generation opportunities. An idea was brought up about a credential for Extension Professionals and a committee was formed to further look into this possibility. In June 2018, the committee met and discussed JCEP’s role to assure extension educators are contemporary, well equipped professionals. Using Chuck Hibberd’s work on Extension Professionals a couple years back, it was decided that JCEP should explore a credential for Extension Professionals. There is potential for partnering with eXtension to leverage their resources as well. They are very interested in being a part of this process.

Since many Extension Professionals are trained in subject matter, and other areas beyond subject matter there may be a need for more training in the areas of Extension that are more general and process-oriented such as cultural competency, crucial conversations, etc. As an umbrella organization representing over 10,000 members of the seven associations, JCEP is the logical location to lift up the field and host a credential backed by multiple associations. A changing workforce, people rotating through positions (millennials), and a growing need to insure baseline understanding of the work that Extension does reinforces the need in creating a professional credential by JCEP.

Additionally, there is a need to look into the larger and expanded view of who might desire an extension credential. Member associations under JCEP is where subject matter is delivered but how we do the work beyond subject matter. Some of the questions that came up on the committee’s discussion included:
• Where is Extension in the larger engagement scholarship conversations?
• What is the value-add for the Extension Director?
• Where does this fit in the professional development path for the long-term and short-term professional? Value of carrying Ext credential – performance element and promotion/raises, leadership opportunities, at minimum a point of distinction. Millennials rotate through rather than staying for many years. Onboarding is important. Engagement work across universities happens without Extension involvement – Extension missing in action. Extension embedding engagement in the skill sets of Ext Professionals.

Another idea for consideration is if this is for Cooperative Extension Professionals only or broader for individuals involved in Outreach & Engagement at the University level. At many universities, Outreach & Engagement may be separate from Extension having an understanding of Extension could be a strength to both.

Summarize upcoming plans.

The committee tasked with evaluating this concept and making recommendations submits the following recommendations:
1. Move forward with creating a business plan for a credential for Extension Professionals and potentially for those involved in university Outreach and Engagement (i.e. community engagement or engaged scholarship).
2. Knowing that all Extension professionals are extremely busy and because we want to move this program through quickly to help meet the needs, hire a graduate assistant for 1 to 2 years, beginning in January, 2019 to do the following work:
   a. The graduate assistant would work with NAEPSDP to create a systematic needs assessment of Extension faculty, staff and partners to determine the need for such a system and what should be included.
   b. Conduct a market evaluation of who else is in this business
   c. Create the outline of what the credentialing program would look like, including topics to be taught, and put together the first cohort group by 2020.
   d. Conduct an in-depth evaluation of the first cohort in order to make any changes to the future program.

Carrie Stark, State 4-H Program Director at University of Nevada Cooperative Extension and current NAEPSDP Past President has a graduate student who currently works for her who has 15 years of county-level Extension experience and would fit very nicely with this project.

The budget for Graduate Student at University of Nevada, Reno per year is $38,800.

Requesting $10,000 each from JCEP, ECOP, and eXtension to support this work and examine.
USDA NIFA Listening Session – CES Participation Plans:

EDA team and Extension Executive Committee developed talking points (see end of document) for each Regional Extension Executive Administrator and Director to use in coordinating the written and verbal testimony for each of the four session sites: Each regional extension executive administrator and director will work with their respective extension executive committee member and extension administrators and directors on the written testimony and who will represent the region. The written testimony will be shared broadly with extension colleagues within their region; encouraging colleagues to build from the testimony in their written comments or verbal testimony.

- Thursday, Oct. 11, Hartford, Connecticut (RSVP by Thursday, Oct. 4)
  (Northeast Region)

- Thursday, Oct. 18, New Orleans, Louisiana (RSVP by Thursday, Oct. 11)
  (South and 1890 Regions)

- Thursday, Oct. 25, Minneapolis, Minnesota (RSVP by Thursday, Oct. 18)
  (North Central Region)

- Thursday, Nov. 1, Albuquerque, New Mexico (RSVP by Wednesday, Oct. 25)
  (West Region)

Rick Klemme will work with ESCOP Chair and EDA team on joint testimony to be delivered to the national web site.

Rick Klemme will monitor and coordinate with BAA testimony.

NIFA Notes and Expectations (Paula Geiger)

NIFA plans to send 5 representatives to each listening session, including a Deputy Director, someone from the OD or Division Director level, a Communications staffer and others.

Speakers will be scheduled time on the agenda once the RSVP period closes. RSVPs for each in-person listening session are due one week prior to that session. NIFA Coordinator Megan Haidet will contact participants that have RSVP’d one week prior to the session to confirm speaking times.

Speakers are not required to stay for the full day.

The program will begin at 8:30am and will end when all speakers have concluded or at 5pm, whichever comes first.

If there are additional questions, do not hesitate to contact Megan (Margaret.haidet@nifa.usda.gov)

CES Talking Points:

NIFA is a valued partner
Extension’s programs have been built from a legacy of agriculture, 4-H and home economics into contemporary programs that are delivered in effective ways to farmers, their families, and the communities in which they live.

These programs are delivered to rural, tribal and urban communities as the agricultural economy is intertwined across all communities.

Extension’s strategic priorities reflect the broad-based issues facing rural and urban America:

1. Nutrition, health and wellness
2. 4-H Positive youth development
3. Water quality and use
4. Food production and food security
5. Community and economic development

Extension is integrally important and valuable in the NIFA portfolio as the invaluable linkage between research and the people across America.

Capacity funds are vitally important to leverage state and local investments in supporting the locally-based, national network. These funds enable the development of local and regional relationships, development of a significant volunteer base, linkage with partner organizations and increased resources available to address issues important locally, regionally and nationally.

Notes for the three questions posed by NIFA for these listening sessions:

In your field, what is the most-needed breakthrough in science/technology that would advance your agricultural enterprise?

Integration of social sciences in multidisciplinary programs.

Engagement of end users in the research-education-extension approaches addressing critical ag issues.

When considering all of agriculture, what is the greatest challenge that should be addressed through NIFA’s research, education, and extension?

Integration of all three functions with extension having co-leadership (use state specific examples)

What is your top priority in food and agricultural research, extension, or education that NIFA should address?

Build from 5 strategic priorities, noting that farmers, growers and producers live in rural communities, have families with youth.

Recognize the importance of rural-urban interdependence.
The committee holds regular conference calls on the second Tuesday of each month. These calls have generally been well attended. The current committee membership is shown below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Bill Brown</td>
<td>Co-chair, AES</td>
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<tr>
<td>Karla Trautman</td>
<td>Co-chair, EXT</td>
</tr>
<tr>
<td>Debbie Lewis</td>
<td>Admin. Rep, EXT</td>
</tr>
<tr>
<td>Steve Loring</td>
<td>Admin. Rep, AES</td>
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<tr>
<td>Sarah Lupis</td>
<td>Multistate Research Impacts Initiative Representative</td>
</tr>
<tr>
<td>Faith Peppers</td>
<td>Land-grant Communications Representative</td>
</tr>
<tr>
<td>Johnnie Westbrook</td>
<td>Land-Grant Evaluation representative</td>
</tr>
<tr>
<td>Adele Turzillo</td>
<td>NIFA representative</td>
</tr>
<tr>
<td>Ron Brown</td>
<td>Southern ECOP Executive Director</td>
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<tr>
<td>Eric Young</td>
<td>Southern ESCOP Executive Director</td>
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</tbody>
</table>

**Institutional Representatives and Impact Statement Reviewers**

- The NIDB Committee prepared letter(s) for the Regional Executive Directors to send to the Extension and Research Directors in their region requesting:
  - **Institutional Representatives** – From each institution, name/contact information for the following:
    - **Four (4) Institution Administrators**, typically two (2) each for Extension and Research.
    - **Four (4) Institution Contacts**, typically two (2) each for Extension and Research. These individuals will have input rights to the database.
    - **Six (6) Impact Editors**, typically three (3) each for Extension and Research. These individuals will have input rights to add impact statements to the database.
  - **Impact Statement Reviewers** – each institution is requested to provide name/contact information for possible reviewers of impact statements from their institution.
    - Ultimately there will be 30 reviewers (6 from each of the 5 regions).

- The review system will be automated as follows:
  - The database system allows for 30 reviewer “slots”. The names of the reviewers are inserted into a “slot” within the database system. Impact statements that are submitted into the database system will rotate through the slots for review assignment. When an impact statement is reviewed by “X slot”, the system will be able to track the review history of “X slot/reviewer”.
  - All reviewers from the same region will not be placed into consecutive slots (i.e. NCR in slots 1-6. Instead, every group of 5 slots will have someone from each of the 5 regions.)
• When an Impact Statement is submitted, it will not necessarily be assigned to a reviewer from its region.
• If an Impact Statement is not picked up by the assigned reviewer in X number of days, it will go to the next reviewer on the list. There will be an opt-out option for the reviewer in the initial message.
• Reminders will be automated by the system. Goal is for a reviewer to pick up their assignment within 7 days with periodic reminders to complete review. Drop date of 10 days to pick up assignment or it will be passed to a new reviewer.

• During the fall of 2018, the Impacts Database Committee will beta test the new system. Target launch in early January, 2019.