



## Extension Committee on Organization and Policy (ECOP)

### Investment in Extension National Leadership: BAA Cooperative Extension Section Assessments Overview

#### What assessments support ECOP's national leadership?

Effective in 2016, ECOP voted unanimously to combine two accounts called 1) **Office of the Executive Director** and 2) **Strategic Priorities and Operations** into a new account called **ECOP National Leadership**. The total amount billed is \$600,000, which is no change from the \$400,000 and \$200,000, respectively, for the two accounts in previous years. The ECOP National Leadership account covers salary and other expenses related to the ECOP National Office in Washington, DC, plus all expenses related to ECOP committees, task forces, and projects. Calculations for the assessment begin with approval of an ECOP budget, then costs are divided amongst the 76 Section members as a portion of each institution's total receipt of capacity funds and competitive grant funding for research and Extension, based on a three-year rolling average as reported by USDA-NIFA. Capacity funds account for 60% of the assessment base; competitive grant funding, 40%. Multi-institutional grants are distributed amongst participating institutions. See page 3 for 2021 Assessment explanation, dated March 9, 2021.

A second assessment, **Supplemental Nutrition Assistance Program (SNAP) Education**, is collected on behalf of the SNAP-Ed National Program Development Team (PDT) and is billed to institutions delivering SNAP-Ed. The total assessed amount of \$150,000 covers work of the PDT headquartered at South Dakota State University. In 2021 the amount billed for SNAP-Ed was based on the proportion of SNAP-Ed funding received in **2020** as reported by participating Extension Services (see page 3). Based on a positive vote of the Cooperative Extension Section's Extension Committee on Organization and Policy in September 2019, this assessment is authorized to continue through 2022.

#### What is the process for assessment billing?

The ECOP National Office, together with APLU colleagues, calculates assessment amounts in early December for the 76 institutions (1862 and 1890) in the APLU Board on Agriculture Assembly (BAA) Cooperative Extension Section. Statements are generated by the APLU Chief Financial Officer and sent electronically in mid-January to the designated administrative head of each institution. The Extension assessment(s) are part of the invoice which includes billing for the BAA; Experiment Station Section; Council on Agriculture Research, Extension and Teaching (CARET), and Academic Program Section.

#### Why are Cooperative Extension/ECOP assessments an investment?

ECOP works on behalf of Cooperative Extension nationwide to benefit state and local programming. Through national leadership, which is contributed on a volunteer basis by Extension directors and administrators, ECOP builds partnerships and acquires resources, increases strategic marketing and communications, enhances leadership and professional development, and strengthens organizational functioning. For additional details, see [advocacy.extension.org](http://advocacy.extension.org), [www.extension.org/ecop](http://www.extension.org/ecop) and [www.ecopmondayminute.blogspot.com](http://www.ecopmondayminute.blogspot.com).

ECOP is the representative leadership and governing body of Cooperative Extension, the nationwide transformational education system operating through land-grant universities in partnership with federal, state, and local governments.

What are the consequences of nonpayment of assessments?

In 2016, the Administrative Heads Section updated its **Rules of Operation** as below. Note that this does not apply to the Cooperative Extension SNAP-Ed assessment.

*Section 2. Any institution not paying all of its assessments for the Board on Agriculture Assembly, its various sections, and the Council for Agricultural Research, Extension, and Teaching (CARET) by August 1 in the billable year will be denied all rights and privileges within the BAA until all assessments are deemed paid in full by APLU.*

- a. Individuals from a non-paying institution will be unable to participate in any election conducted by the BAA.*
- b. Individuals from a non-paying institution will be removed from the mailing lists of APLU and its advocacy organization.*
- c. Individuals from a non-paying institution will be denied the ability to hold elective or appointive office within any part of the BAA or its various sections, including CARET.*
- d. The Executive Committee of the Administrative Heads Section may vote to forgo the penalty phase for non-paying institutions in the event of a natural disaster or some other catastrophic event that might affect their ability to pay the yearly assessments.*

Who do I contact if I have questions?

Caroline Henney, Executive Director, 202.478.6029, [carolinecrocoll@extension.org](mailto:carolinecrocoll@extension.org)  
[APLU Office of Finance](#), 202.478.6063

Prepared 11.28.2016

Updated 1.3. 2017

Updated 2.17. 2017

Updated 8.14. 2017 (Contact information only)

Updated on 12.11. 2017 (Date information only)

Updated on 1.3. 2019 (Contact information only)

Updated on 1.13.2020 (Date information only)

Updated on 4.23.2020 (Correction, contact, date information only)

Updated on 6.30.2020 (Contact, additional explanation of 2020 assessments.

Updated on 9.3.2021 (Contact, date information)



MEMORANDUM

**TO:** Administrative Heads Section

**FROM:** Douglas L. Steele *Douglas L. Steele*  
Vice President, Food, Agriculture, and Natural Resources

**DATE:** March 9, 2021

**SUBJECT:** 2021 Assessments

Attached please find the invoice for your institution's 2021 assessments to support the APLU Board on Agriculture Assembly and its councils', sections' and committees' activities. A single invoice listing all assessments for each member institution with programs in the food and agricultural sciences is provided. For those institutions which have more than one Administrative Head Section (AHS) member, each member will receive a copy of their institution's invoice.

The 2021 invoice is based upon NIFA funding awarded during the 2020 calendar year, with the following exceptions:

- The SNAP ED assessment, which is administered by the SNAP Ed Program Development Committee is calculated on 2021 SNAP Ed funding received by the institution.
- Academic Programs Section is based on student enrollment as self-reported by the college of agriculture.
- The Experiment Station Section has voted to reduce their 2021 assessment by ½ and utilize their carry over balance to fund the difference.

The BAA Assessment Overview is located at [click here](#). The AHS member is asked to handle any section/unit allocation at his/her institution. We would, of course, appreciate receiving your institution's payments as soon as possible. As was the case for the past two years, APLU will continue to utilize our [online payment system for invoices](#). This system allows members to view and [pay their invoice online](#), saving time, money and the environment.

The Chair of the PBD, Tom Coon, Oklahoma State University has asked that I convey to you his thanks on behalf the PBD for your continued outstanding support in 2021. To this, I add my own appreciation as we continue to have tremendous support for all of our BAA activities.

Attachments

cc: Eddie G. Gouge, Sr. Associate Director FANR, Executive Director, CARET & BoHS  
Wendy Fink, Director FANR, Executive Director, APS  
Caroline Henney, Executive Director, ECOP  
Tracy Dougher, Chair of ACOP  
Moses Kairo, Chair of ESCOP  
Chris Watkins, Chair, ECOP  
Tom Coon, Chair, BAA Policy Board of Directors  
Ken White, Chair, Administrative Heads Section