



**EXTENSION**

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### *Joint Council of Extension Professionals*

OHIO STATE UNIVERSITY EXTENSION AND CENTRAL STATE UNIVERSITY EXTENSION

## Ohio JCEP Board Meeting Minutes February 1, 2021

**Attending the meeting via Zoom:** Laryssa Hook, Gigi Neal, Chris Zoller, Jenny Lobb, Allen Gahler, Amanda Bennett, Andrea Cole, Ashley Kulhanek, Beth Brown, Brigitte Moneymaker, Brittany Weaver, Candace Heer, Caity Romshak, Carol Wagner, Cheryl Spires, Chris Comden, Cristy Clary, Danae Wolfe, Dawnn Brown, Doug Foxx, Eileen Gundelfinger, Emily Kahrs, Gary Wilson, Godwin Apaliyah, Gwynn Stewart, Hallie Williams, Janessa Hill, Jacki Baca, Jackie Kowalski, Jared Morrison, Jennifer Hubert, Jodi Black, Katie Schlagheck, Kay Kramer, Katrina Nitz, Kellie Lemly, Kelly Coble, Lydia Flores, Marianne Guthrie, Marcus McCarthey, Mark Badertscher, Melinda Ryan, Nate Arnett, Pam Montgomery, Patty Corfman, Steve Brady, Sabrina Schirtzinger, Stephanie Knight, Sarah Mays, Tom DeHaas, Travis West, Theresa Ferrari, Vickie Snyder

**Call to Order** – Laryssa Hook, president, called the meeting to order at 1:35 PM.

### Officer Reports

- **President** – Laryssa Hook – will be meeting with Jackie Wilkins to discuss JCEP and the Dialogue with Director time at future meetings. Will also be discussing how to be more inclusive of CSU. Laryssa asked committee chairs to review their guidelines and documents for OSU-centric language and reword it to fit both universities.
  - PILD registration should open soon for the associate president elects to attend. The attendees will work with Nate Arnett and Melinda Ryan to pay the registration fee with JCEP funds.
  - Laryssa provided an overview of the Ohio JCEP website and asked board members to let her know about any additions or updates that are needed.
  - Laryssa shared that she set up a Microsoft Teams group for the JCEP board and there is a folder in the files section for each meeting. Will look into setting up a group for all JCEP members.
- **President-Elect** – Gigi Neal – no report
- **Past President** – Chris Zoller – no report
- **Secretary** – Jenny Lobb – uploaded the October board meeting minutes to this meeting folder in the Microsoft Teams group for the JCEP board. Requested that everyone giving a report upload their report summary to that folder OR send a report summary to [lobb.3@osu.edu](mailto:lobb.3@osu.edu) by Friday for inclusion in the minutes.

Chris Zoller motioned to approve the October board meeting minutes. Jacki Baca seconded. Motion passed.

- **Treasurer** – Melinda Ryan – report is available in this meeting folder in the Microsoft Teams group for the JCEP board. The total available funds are \$189,638.59 and the checking account balance is \$93,632.31. Moving towards dwindling down the checking account in preparation for the transition to Workday. Still working to get the ANROP funds out of the red.
- **Annalist** – Lorissa Dunfee – Sharon S. Dearth, passed away on December 6, 2020. Before retiring as secretary after 30 plus years of service, Sharon was known as the face of the Washington County Extension office. She was a dear friend to many.

Carolyn Rose Whittington, died on December 22, 2020. Carolyn was a SNAP Ed Program Assistant for 18 years working in Clinton, Fayette, and Pickaway Counties. She was an advocate for the ALS community and participated in research, funding and education related to this disease. Carolyn's daughter, Carrie Whittington-Hogue works for OSU Extension in Pickaway County.

John M. Smith Sr. passed peacefully on January 13, 2021 at the age of 92. He was the Agriculture Extension Agent for 30 years before retiring at 85 years young. After retirement from OSU, one would rarely see John in anything other than his Scarlet and Gray attire and driving his red SUV with "MSU2OSU" license plate and OSU decals on the doors.

- **Retiree/ Life Member Report** – Gary Wilson – annual luncheon scheduled for September 13, 2021 at the Beck's facilities in London, OH. Money (\$250) for the luncheon is already in the Ohio JCEP annual budget.

## Committee Reports

- **Global Relations** – Godwin Apaliyah – There are 27 members on this committee this year who will be working to promote the value of international programing, travel, etc. to Extension professionals. This morning the committee discussed working to identify diverse multi-cultural groups/associations and cultural activities in Ohio to network with and promote Extension. The committee also drafted a goal and objectives summary to present to Jackie Wilkins.

Brad R. Bergefurd announced an opportunity for Extension professionals to guest teach in his Ag Comm 5190 course titled Extension in Developing Countries. His goal is to provide students with real life Extension International experiences and programs.

Steve Brady suggested making a map to show where Extension professionals have travelled outside the US. This could be an event to do during a JCEP meeting in Columbus. He also talked about celebrating Muslim Month in Cincinnati. In partnership with others, they created a video that shows the traditions and practices of Muslims in the US. Topics discussed in the video include Muslim beliefs and practices, race, disability, and gender. SNAP-Ed is currently doing programming with several Muslim agencies and is working on expanding their reach in the greater Cincinnati area. They welcome the opportunity to partner with other areas of Extension.

- **Marketing** – Janessa Hill – The committee met this morning and created a calendar with dates and topics for social media posts in 2021. Committee members from each program area were identified and given posting assignments.

The committee discussed emailing posts to the JCEP listserv so updates are communicated to members in more than one way, or using Microsoft Teams for updates.

- **Membership** – Mark Badesrtscher - The 2021 membership recruitment email was sent out on October 1, 2020. The 2021 membership drive included staff from Central State University. Both the full and affiliate memberships increased: 12% increase in full members (40) from 2020 to 2021 and 28% increase in affiliate members (12) from 2020 to 2021. The 2021 totals are 377 Full Members and 55 Affiliate Members. There are new updated numbers which are not reflected in these totals.

Committee actions and recommendations for 2021 include involving CSU staff on the committee, switching from Lime to Qualtrics survey for the membership drive, managing budget challenges in regard to JCEP membership to retain members, and increasing utilization of Microsoft Teams for committee communications and organization.

Comments from the board in regard to helping retain members by offering the option to join mid-year or on a rolling basis: Membership deadline of October 31 is about as late as logically possible. Historically there was a mid-year membership drive but it did not yield enough new members to make it worth the work it required. Willing to consider hardship scholarships if done early enough to roll out an application process for all interested members.

- **Personnel** – Allen Gahler – seeking a vice-chair to take over as chair in 2022.

Established priorities for the year include:

1. A compensation/salary review (salary/wage structures, the effects of the \$15/hr wage, and the need for an equity review across Extension)
2. A discussion about annual conference/professional development structure – suggested a joint meeting with the Professional Development Committee
3. Extension Leadership communications strategies and the organizational hierarchy – the by-laws state that a member of Extension administration cannot serve on this committee. Need clarification as to what that means. Does it include support staff to Extension administration? Immediate family members of Extension administration? Will work with the policy committee to clarify.

- **Policy** – Pam Montgomery – this year the committee is nine members strong. The committee will work this year to review and update the constitution and by-laws for inclusivity of both OSU and CSU, starting with the by-laws. Members will review the by-laws for inclusivity of CSU and CES staff prior to the next meeting.

- **Professional Development** – Danae Wolfe - the committee discussed the major projects and initiatives that the OSU Extension Learning and Organizational Development (LOD) unit is working on in 2021 to avoid duplication of efforts. The committee decided to pilot test “hallway conversation” events as a means to generate organic conversation and networking opportunities that have been severely lacking due to telework. These conversations will be used for socialization, networking, troubleshooting, and general relationship-building. The first Hallway Conversation will be hosted on March 17<sup>th</sup> at 9am via Zoom.

- **Public Issues** – Doug Foxx – Adam Ward reported the Governor's Blue Book (first draft of the state budget) was to be released at 1:30 pm today. Ward and Dean Kress will analyze the budget and report impacts on Extension and OARDC line items soon.

The committee had discussion about the unique role of Adam Ward and the CFAES Government Relations Office and how that fits in with the University level Government Relations team, and the committee learned about the Government Relations reporting structure at Central State University. Former State Senator Chris Widener is the main CSU Government Relations contact.

This year the committee has been asked to come up with a Government Relations training for all Extension employees. The committee began discussion over how to put this training together and decided it should be targeted at Government Relations / Legislative Stewards and not all Extension employees. The committee will seek clarification from Adam Ward and Jackie Wilkins regarding the role of OSU Extension Legislative Stewards. In addition, committee members suggested a short high-level session on telling Extension's story / communicating with stakeholders for all new employees as part of their onboarding.

Several committee members expressed strong interest in receiving more regular updates on bills that are of interest and/or being monitored by Extension and CFAES.

There was also much discussion over the role of Extension clientele and volunteers in communicating with and advocating for Extension with public officials. The committee feels that a separate detailed training should be created for volunteers – but only if there are specific roles or assignments that we can empower these individuals to fulfill.

Many committee members expressed interest in being a part of future legislative luncheons / legislative visit days.

- **Resource Development & Management** – Nate Arnett - Working with the Finance office and the JCEP Treasurer to move the JCEP fiscal system within OSU. All our typical transactions have been vetted and processes or tools exist to manage our needs. Campus Campaign will be coming soon so Nate will work to get a message out to membership about how they may be able to support Ohio JCEP/ESP.

Will be needing a Chair-Elect and Treasurer-Elect by the end of the year, so avoid the rush and sign up early!

- **Scholarships, Grants, & Recognition** – Travis West - Reminder that applications for the first round of scholarships are due today.
  - The committee will work this year to revise award descriptions and applications so that they are not OSU centric.
  - An informational recording is in process to help explain the various award categories and criteria for applying/ nominating.
  - The committee is following up with Special Chapter Award winners to submit their National ESP applications by March 1.
  - The committee is launching the first round of grant solicitations in February 2021. There will be two more rounds this year.
  - The committee is adjusting the reimbursement process to encompass Workday processes in allowing members to charge expenses directly to the JCEP fund.

## State Presidents Reports

- **ANROP** – Ashley Kulhanek – deadline for award submissions is February 19. Will work with CSU to make sure their staff are notified of the award opportunity and process. Virtual conference is May 24-26.
  - **ESP** – Steve Brady – ESP is in the process of finalizing a website redesign which should be complete in early February.
    - Currently promoting grants for professional development as well as scholarships for attending the National ESP Conference in Savannah, GA (October 25-28). Over the next month, will be encouraging ESP special chapter recognition awards to apply for National awards. Although we do not know about travel yet, applications should still be submitted if members are interested in the National conference.
  - **NACAA** – Marcus McCartney – Membership has increased to 103 including 4 from CSU. The annual conference is July 4-8 in Philadelphia, PA. The annual ANR retreat scheduled for June 15-17 was cancelled due to the updated travel restrictions. The retreat will either be held virtually or pushed back so it can be held in person. A survey has been distributed to all ANR professionals seeking feedback on how to implement the retreat in 2021.
- Jacki Kowalski and Gigi Neal are continuing to work on putting together a NACAA president's handbook as the original is missing.
- **NACDEP** – Gwynn Stewart - established a Microsoft Teams group where details about conference abstract submissions, awards and more have been shared. Tom Blaine serves as the national newsletter editor and notified Ohio NACDEP members of opportunities for submissions to the national newsletter. The 2021 conference will be virtual, and the Ohio NACDEP award entries have been accepted, reviewed, and announced. The Ohio NACDEP President is registered to attend the 2021 JCEP Leadership event.
  - **NAE4-HYDP** – Kelly Coble - The 2021 National Conference is scheduled for November 16-18 in Memphis, TN. The conference is currently in-person, but they are working on a virtual/in-person mix. This is the 75th anniversary of the conference so Ohio is helping make a commemorative quilt with Jenny Morlock and Laura Rohlif. The award application deadline is March 2<sup>nd</sup> and proposal submission deadline is February 19th.
  - **NEAFCS** – Cheryl Barber-Spires - Annual session is November 2-5 in Grand Rapids, Michigan. Proposals for Concurrent sessions>Showcase of Excellence/Ignite Sessions are due today. Presently Ohio is working on submitting awards to NEAFCS, they are due for Ohio review by February 19. The Ohio NEAFCS president will be attending the national JCEP conference and Tammy Jones (president-elect) will participate in the PILD conference. A Microsoft Teams group where details about conference abstract submissions, awards and more has been shared.
  - **NAESDP** – Jared Morrison – annual conference is November 30 – December 2 in Ft. Lauderdale, FL. There are currently 26 Ohio members. They are planning to offer a series of professional development webinars for each other and will invite others from the North Central Region to participate.
  - **TERSSA** – Carol Wagner – first meeting of the year will be February 9. The committee will meet the week after each JCEP meeting for the remainder of the year. There are currently 68 members. The annual conference is September 21-24, 2021 in Kitty Hawk, NC.

**Old Business** – nothing to discuss

## **New Business**

- I. **Extension Annual Conference and Annual Meeting – Comments**
  - Jared can share a summary report from the conference evaluation. A save the date for the 2021 conference will be coming soon.
  - Laryssa questioned whether to have the annual JCEP meeting and awards ceremony as part of annual conference if we are seeking to be inclusive of both institutions (OSU and CSU).
- II. **Website Updates** – please let Laryssa know if there is anything you want on the website. She is working with Cheryl Buck to make sure the website is current.

## **Adjournment**

Godwin Apaliyah motioned to adjourn at 3:00 pm; Gigi Neal seconded. Meeting Adjourned.

*Meeting minutes respectfully submitted by Jenny Lobb, Ohio JCEP Secretary.*