

# OHIO STATE UNIVERSITY EXTENSION

## Ohio JCEP Board Meeting Minutes February 10, 2020

**Attending the meeting in the Ag Admin Auditorium were:** Chris Zoller, Laryssa Hook, Lisa Barlage, Jenny Lobb, Melinda Ryan, Michelle Treber, Gary Wilson, Elizabeth Varanese, Shannon Carter, Cheryl Barber Spires, Gigi Neal, Tom deHaas, Adam Ziadeh, Amanda Rysz, Allen Gahler, Amanda Raines, Jami Dellifield, Ed Brown, Marcus McCartney, Kyle White, Sabrina Schirtzinger, Andrea Rees, Doug Foxx, Carol Wagner, Marianne Guthrie

**Call to Order** – Chris Zoller, president, called the meeting to order at 1:48 pm

### Officer Reports

- **President** – Chris Zoller welcomed everyone and thanked them for serving on the board. He asked that committees consider what they can offer the membership in personal and or professional development throughout the year. Any concerns or suggestions throughout the year can be directed to Zoller.1 and he will do his best to address them.
- **President-Elect** – Laryssa Hook – no report
- **Past President** – Lisa Barlage shared a resource with descriptions of each professional organization and asked the presidents of each association to review the description and make any needed changes.
- **Secretary** – Jenny Lobb – motion to approve October minutes made by Lisa Barlage, seconded by Adam Ziadeh. Motion approved.
  - Requested everyone send report summaries to Jenny at [lobb.3@osu.edu](mailto:lobb.3@osu.edu) by the Friday following each JCEP board meeting for inclusion in the minutes.
- **Treasurer** – Melinda Ryan shared copies of the treasurer’s report summary. As of 2/6/2020 the checking account balance is \$138,755.89 and the unallocated funds available total \$95,315.49. Melinda noted that professional organization dues have not been transferred yet, as Jesse Buxton has yet to receive that information from Debbie Lewis. There is money for each group, we just don’t have it yet in the JCEP account, so the reports will look different next month. Some of the accounts with JCEP will look different when we switch to workday, too. For a few months we may see some odd looking reports. The money is all there, just will be reported in different locations.
  - Motion for audit made by Kyle White, seconded by Ed Brown. Motion approved.
- **Annalist** – Michelle Treber – two former Extension agents passed away since the board last met in October.
  - Darrel Acker, 83, died on December 23, 2019. He worked as an Area Extension Agent and earned the rank of Professor Emeritus. His specialization included farm management.
  - Alice Moore, 84, died on December 26, 2019. She was a County Home Economics Extension Agent in Morgan County. She was the first woman inducted into the Ohio Dairy Hall of Service.

- **Retiree/ Life Member Report** – Gary Wilson - annual retiree’s luncheon will be September 14 at the Beck’s facility in London. Chris Zoller and Jackie Kirby Wilkins have been invited to attend and speak. Gary requested \$250 for the event which was granted and is already in the budget.

**Committee Reports**

- **Global Relations** – Elizabeth Varanese – 21 members attended today’s meeting. They reviewed committee guidelines and assigned six subcommittees: Evaluation, Communication, Farm Science Review, Cultivating International Partnerships, Presentations, and Funding, Resources, and Grant writing.
  - An international pilot trip to Honduras is planned for the summer to familiarize Educators with working overseas, introduce them to potential partners, and immerse the travelers in a different culture. There has been a lot of interest in the trip, but cost seems to be a barrier to individuals committing to attend. Currently only three of the ten spots are filled. More will need to sign up in order to complete the trip.
    - Elizabeth requested up to \$4000 to defray the cost of the trip. Jami Dellifield seconded. Motion carried.
  - In 2019 the committee staffed a booth at Farm Science Review where committee volunteers had an international food guessing game for youth. They also presented a poster at the FCS conference in October and a breakout session at the Extension Annual conference
  - Plans for this year include working on a survey to measure the impact that international travel has on Ohioans, staffing another booth at Farm Science Review, increasing the presence of the committee through social media channels and presentations, searching for funding to assist Extension professionals in working overseas, and cultivating international partnerships to open up more possibilities of overseas work for Extension professionals.
- **Marketing** - Shannon Carter - continuing to utilize Facebook to communicate JCEP meetings, events, announcements and deadlines with members. To help make this useful, the committee is creating a social media calendar for January – April with important content to post and who is responsible for posting. Shannon will share this calendar with other committee chairs as well as association presidents for their input. They are also continuing to edit video clips to be used for marketing and recruitment.
- **Membership** - Sabrina Schirtzinger – Co-Chair- Mark Badertscher  
 In 2019 there was not a Mid-Year membership drive, which caused conflict for individuals wanting to join their national associations mid-year. In 2020 the committee will be working with Jesse Buxton and Melinda Ryan (JCEP treasurer) to figure out the best system to use to conduct a mid-year membership drive.

**Current membership numbers are:**

Full membership- 385	NAE4-HA- 144
Affiliated membership- 50	NAEFCS - 62
ESP- 327	ANREP- 25
NACAA- 99	NAEPSDP- 23
NACDEP- 33	CES/TRESSA- 62

Goal for 2020: Update membership brochure and distribute it to new employees during

onboarding days.

- **Personnel** - Allen Gahler – The committee reviewed the committee description and guidelines that were presented and last revised in 2013 and deemed no changes necessary.
  - The committee discussed the role of the chair and the need for a vice chair. No volunteers for vice-chair, but it was indicated the Ed Lentz, who was not present, may have interest.
  - The following items were then discussed to be possible goals/priorities for 2020:
    - Investigate the salary review process for both salaried employees and hourly, especially those who will be affected by the \$15/hour minimum wage increase, and those in the offices that may or may not receive a similar compensation adjustment.
    - Discuss with HR/administration what the evaluation metrics are for area leaders, and the procedures of the new leadership structure.
    - Evaluate/discuss the current system of filling positions in Extension, from the state screening process to the county interview, the time table, the bachelor's degree for Educator positions approach, and the possibility of an ongoing candidate pool/interview process.
    - Learn more about the career mapping discussion, promotion and tenure process, and disseminate that information better to employees.

The committee decided to invite Jeff McCutcheon or someone else from Extension administration to the April meeting to both gather and provide feedback on these topics. Chris Penrose indicated that there are some university held documents with salary review information and other funding information that he has and will provide us with the links or electronic copies.

To discuss career mapping and promotion/tenure, it was discussed to invite Greg Davis to prepare some information and participate in a later meeting date, possible our June meeting via zoom.

- The career mapping discussion lead into a brief sidenote on annual conference, and AI was asked to relay to the professional development committee that we would like to know what a cost analysis looks like on the conference based on attendance, as well as whether the evaluation indicate that the conference in general is truly a good form of employee development. It was suggested and discussed that perhaps dollars may be better spent with a different approach that better utilize program areas, and at the least, the conference could be shorter in duration to more wisely spend travel dollars of educators.
- **Policy** – Lisa Barlage – Currently a one-year ad-hoc committee but probably needs to become a regular committee again. Dan Lima is serving as vice-chair with the chair TBA.
- **Professional Development** - Tom deHaas

- Working alongside the LOD (Learning & Organizational Development) unit to inform the onboarding process. There are currently 2 sessions of 8 modules planned for 2020 with over 50 individuals invited.
- Also supporting the LOD unit as they create plans to survey members on their professional development needs, including topics raised at annual conference and the road shows.
- Will review Extension Annual Conference submissions again this year.
- Will work on generating Guidelines for the committee to be posted on the JCEP website.
- **Public Issues** - Doug Foxx – would like to create a toolbox of resources for Extension professionals in communicating with elected officials, with support of Adam Ward and the government relations office. Discussed whether to have a presence at large events such as Farm Science Review.
- **Resource Development & Management** - Doug Foxx - Lisa Barlage pointed out that it is a violation to chair two committees and Doug is currently also chairing the public issues committee. Chris Zoller will work with Doug to find a chair for either committee.
  - This committee currently exists of Doug, Melinda Ryan & Nate Arnett. They review and audit finances.
- **Scholarships, Grants, & Recognition** - Andrea Rees
  - 55 members on the committee for 2020 with 17 being brand new. 32 in attendance for today's meeting either in person or by Zoom.
  - With so many new members on the committee this year, they went through the responsibilities of the committee as a whole and then broke them down by sub-committees. The sub-committees gave reports and a chair-elect was appointed for each.
  - Travis West was elected the Chair-Elect for the committee
  - Discussion was held on who is responsible for publicizing the 1<sup>st</sup> Timers Scholarships and they decided on the overall Scholarship committee. It had not been on their radar but is now and will make sure it is taken care of.
  - They reviewed the Awards Program during the Annual Conference. Overall the committee felt it was seamless, but they are always looking for input. If you have comments or concerns, please direct them to [rees.139@osu.edu](mailto:rees.139@osu.edu).
  - They also looked at the written guidelines for the committee. They will make adjustments, have the committee look at them, and present them to the board in April.

### **State Presidents Reports**

- **ANROP** – Ed Brown
- **ESP** – Eric Barrett - unable to attend due to illness and did not provide a report
- **NACAA** – Gigi Neal
  - A summer ANR retreat is planned for June 16-18 at the Roberts Centre in Wilmington, OH.
  - Checking in to how the Steve Ruhl Award funds have been used and allocated

- The NACAA handbook that is to be passed along from president to president is missing. Please look in your offices to see if it is hiding! Jacquelin Kowalski has received examples from other states to use in rebuilding a handbook if it is not found.
- ANR Educators are planning an educational in-service program to assist with onboarding new educators in program specific topics. This will complement the Onboarding series developed by the LOD unit.
- **NACDEP** – Kyle White
  - Community Development is holding monthly zoom meetings with the Interim AD David Civittolo to discuss CD topics as a group and to stay current
  - April 16 is the next CD Inservice, which will be held in the 4-H Center's International Room from approximately 9 a.m. to 4 p.m.
  - May 31 – June 3 is the NACDEP Annual Conference in Portsmouth New Hampshire
- **NAE4-HYDP** – Amanda Raines
  - Met with the Scholarship, Grants, & Recognition committee to discuss how to administer the \$10,000 allocated for first timer scholarships to NAE4-HYDP Annual Conference. These funds were approved as \$200 scholarships for 4-H professionals with 0-3 years of service attending their first NAE4-HYDP conference. The NAE4-HYDP President will work with the SGR Scholarships subcommittee chair to include this scholarship in the first timer scholarship application.
  - Ohio is about 20 members away from being able to award an additional service award at each level. They are reaching out to retiree members about life membership, as well as other Extension Educators that do work in the 4-H arena and encouraging them to join.
  - The annual conference will be in Boise, Idaho from October 19-22, 2020.
  - The new mailing address of NAE4-HYDP is: 701 Exposition Place, Suite 206, Raleigh, NC 27615
- **NEAFCS** – Jami Dellifield – annual session is September 14-17 at Snowbird Resort in Utah. Proposals for Concurrent sessions/Showcase of Excellence/Ignite Sessions were due on January 31, 2020 and over 15 proposals from Ohio were submitted. Presently Ohio is working on submitting awards to NEAFCS.
- **NAESDP** – Amanda Rysz – annual meeting was in Savannah, GA in December 2019 and there were 3 attendees from Ohio (T McCoy, Amanda Rysz and Michelle Gaston)
- **TERSSA** – Adam Ziadeh - annual meeting was held in conjunction with the Extension Annual Conference with 20 total attendees. There was an issue with county offices/Area Leaders not allowing office associates to attend the conference.
  - Recognized several members for years of service: there were three 5 year service award winners, one 15 year service award winner and one 20 year service award winner.
  - CES has 12 new members for 2020 with one from Central State University. This brings the enrollment total up to 61 members.
    - Thanks to Marianne Guthrie for creating the JCEP registration help sheet. Seemed to make registration for CES members a lot easier.

- TERSSA welcomed Maine into the organization in 2019 and will be welcoming Virginia (Virginia Tech) into the organization this year. The annual conference will be in Kitty Hawk, North Carolina from September 22-25, 2020.

### **Old Business**

- Extension Annual Conference –
  - Tom deHaas shared he felt the timeline for submitting proposals and planning to attend the December 2019 conference felt condensed
  - Doug Foxx shared that the breakout sessions seemed more relevant and valuable this year
  - Multiple people shared that they enjoyed having the hotel and conference at the same location. Menu will need some work if held there again next year, however.
  - Laryssa reminded us that JCEP needs to have its own annual meeting, whether or not it is part of Extension Annual Conference

### **New Business**

- Committee Guidelines – please send any needed changes to Chris Zoller.
- Proposed changes to JCEP website – Lisa Barlage shared a resource with descriptions of each professional organization and asked presidents of each association to review the description and make any needed changes. Any other changes to the website could be made by Cheryl Buck if you email her to let her know they are needed or desired.
- Jami Dellifield asked if those arriving early for lunch could refrain from entering the ag admin auditorium while committee meetings are still in session as this is distracting. Lisa Barlage suggested committee chairs seek alternate locations for their meetings using <https://students.cfaes.ohio-state.edu/academics/teaching-learning-and-assessment/event-space-reservations>

### **Other Items**

- JCEP Leadership Conference (February 12-13) – who is attending? Jami Dellifield, Amanda Raines, Gigi Neal, Ed Brown, Travis West, Scott Scheer, Jeff McCutcheon, Jerry Thomas, Chris Bruynis, Kathy Bruynis, Judy Villard Overocker
- PILD (April 5-8) – who is attending? Jackie Kirby Wilkins, Cheryl Barber Spires, Marcus McCartney, Carol Wagner, Gwynn Stewart, and maybe Elizabeth Varanese. Chris Zoller sent Beau Ingle of government affairs a list of potential attendees. Beau may reach out to provide training for interacting with elected officials prior to the conference. Chris will encourage him to reach out soon.
  - JCEP provides funding to help presidents-elect attend PILD. Anyone else who is interested is welcome to attend. National organizations may also provide funds to defray the cost of attending.
- Visioning session were recently held for renovating the meeting space in the ag admin auditorium. Jared Morrison represented OSU Extension.

### **2020 Meeting Dates:**

- April 20 – Ag. Admin. Auditorium (Committees & Board)

- June 29 – ZOOM (Board)
- August 17 – 4-H Center (Committees & Board)
- October 12 – 4-H Center (Committees & Board)

**Adjournment** – Lisa Barlage moved to adjourn; Gigi Neal seconded.

*Respectfully submitted by Jenny Lobb, Ohio JCEP Secretary*

# OHIO STATE UNIVERSITY EXTENSION

## Ohio JCEP Board Meeting Minutes April 20, 2020

**Attending the meeting via Zoom:** Chris Zoller, Laryssa Hook, Lisa Barlage, Jenny Lobb, Melinda Ryan, Michelle Treber, Elizabeth Varanese, Shannon Carter, Sabrina Schirtzinger, Dan Lima, Tom deHaas, Andrea Rees, Ed Brown, Eric Barrett, Gigi Neal, Kyle White, Amanda Raines, Amanda Rysz, Jami Dellifield, Carol Wagner, Jessica Adams, Candace Heer, Carol Smathers, Kay Kramer, Ann Chanon, Cheryl Spires, Heather Reister, Stephanie Knight, Rachael Fraley, Jason Hendrick, Alisha Faudie, Kelly Royalty, Dennis DeCamp, Margaret Jenkins, Marianne Guthrie, Beth Stefura, Katie Schlagheck, Rhonda Williams, Kelly Coble, Janessa Hill, Cassie Dietrich

**Call to Order** – Chris Zoller, president, called the meeting to order shortly after 1 pm.

### Officer Reports

- **President** – Chris Zoller – no report
- **President-Elect** – Laryssa Hook – no report
- **Past President** – Lisa Barlage – no report
- **Secretary** – Jenny Lobb – sent February meeting minutes to the JCEP board listserv. Requested that everyone giving a report send a report summary to [lobb.3@osu.edu](mailto:lobb.3@osu.edu) by Friday for inclusion in the minutes.
- **Treasurer** – Melinda Ryan –As of 3/31/2020 the checking account balance is \$141,240.22 and the unallocated funds available still total \$95,315.49. See attached report.  
Motion for audit made by Kyle White, seconded by Amanda Rysz. Motion carried.
- **Annalist** – Michelle Treber – No report (good news, that means there were no deaths since the last meeting!)
- **Retiree/ Life Member Report** – No report

### Committee Reports

- **Global Relations** – Elizabeth Varanese – no committee meeting today. Trip to Honduras in August has been canceled.
- **Marketing** - Shannon Carter - Committee met this morning via zoom with 14 members present. They updated the social media calendar and planned which committee members will post certain announcements and events into early July. They want to use the Ohio JCEP Facebook page to share ideas of successful programming and helpful training during COVID. They plan to share templates and branding tips for making OSU Extension Facebook posts on the JCEP page with JCEP committee chairs and association presidents.
- **Membership** - Sabrina Schirtzinger – The committee has been advised by Jackie Kirby-Wilkins and Jesse Buxton not to hold a mid-year membership drive in May. This is due to future budget restrictions that counties may be facing in 2020.

The committee is working with the LOD group and Teresa McCoy to figure out how to use Qualtrics for the membership drive. Using a new format would have advantages: the membership chair would not have to rely on someone else for the data and running the drive, and the data and membership drive information could be passed on from chair to chair.

The committee will be updating the membership brochure and contacting new hires about JCEP and its benefits to them.

- **Personnel** – no report
- **Policy** – Dan Lima (vice chair, Pam Montgomery is chair) – Committee is looking at bylaws to establish a 2-year chair term. Also looking at article 6 and will be contacting committee chairs for updates to vote on at the October meeting
- **Professional Development** - Tom deHaas – Committee met this morning via zoom with 29 members attending. The committee reviewed and agreed upon committee guidelines for the JCEP website.

Seven of the eight sessions in the first onboarding series have been completed. The first session was held in person, then the cohort switched to an online format with two hours in the morning and two hours in the afternoon to prevent Zoom fatigue. There are 22 participants this time and 25 are registered for the fall. LOD will evaluate the program over the summer and make revisions for the next offering.

An interview list has been created for the next step in the needs assessment (which started in the fall with the nominal group technique activity conducted at the road shows) by randomly pulling from a cross section of positions, levels, and experience. The interviews will be delayed, though, as folks are not in the right mindset to respond in the current pandemic environment.

- **Public Issues** – no report
- **Resource Development & Management** – no report
- **Scholarships, Grants, & Recognition** - Andrea Rees – Committee is expecting an increase in award submissions this year, especially in the area of Creative Works. Will work to make sure categories encompass all the different applications that may be submitted. Will create a table or spreadsheet of examples to assist those who would like to submit to make sure they are going into the right category.

The scholarships sub-committee discussed that if colleagues were awarded in the first round and the PD events were cancelled/rescheduled/held virtually, they should be given precedent in reapplying for funds.

Andrea Rees motioned to increase the scholarship cap from \$200 per person to \$500 per person with a total of five scholarships. Seconded by Laryssa Hook. Motion carried.

The grants sub-committee pushed their deadline out from April 1 to May 15.

Travis West, Emily Marrison, and Laryssa Hook revamped the awards manual to be more concise and user friendly for committee chairs.

The committee ended their meeting with a general discussion about Extension Annual Conference. Andrea Rees will be submitting feedback to ShaLise Simmons and Jared Morrison before the next planning committee meeting in May.

### State Presidents Reports

- **ANROP** – Ed Brown – National meeting scheduled for May has been canceled with plans TBA. National winners were announced last week.
- **ESP** – Eric Barrett – Chapter report due May 1. Promoting grants for professional development to Tom deHaas and Teresa McCoy to see if this will work for the partnership that is already in progress. Promoting scholarships for attending the National ESP Conference in Rochester, NY, this fall. Although we do not know about travel at that point, applications should still be submitted if members are interested. There are also some national committee positions available for ESP.
- **NACAA** – Gigi Neal – National meeting postponed to September with new agenda to come. June state association meeting has been canceled, looking to reschedule for fall.
- **NACDEP** – Kyle White – national meeting will be held virtually June 1-2, cost to attend is substantially less (\$105).

#### Ohio NACDEP Award Nominations for 2020:

- Cross Program, Team: Amanda Osborne
- Cross Program, Individual: Meghan Thoreau
- Educational Materials, Team: Eric Romich
- Educational Materials, Individual: Brian Raison
- Educational Technology: Joe Lucente
- Excellence in CD, team: Gwynn Stewart
- Excellence in CD, Individual: Meghan Thoreau
- Excellence in Teamwork: Kenzie Johnston
- Innovation and Creativity, Individual: Brian Raison
- Innovation and Creativity, Team: Brooke Beam

CD has been holding monthly virtual meetings. The most recent was on April 16 and included presentations from CD Educators across the state, including a presentation by Brooke Beam and Kenzie Johnston on 360 Video Creation & Editing for Online Programs.

- **NAE4-HYDP** – Amanda Raines – Operating as if annual conference in December will happen.
- **NEAFCS** – Jami Dellifield – Operating as if annual conference in September will happen. There were 19 proposal submissions from Ohio. Seven concurrent sessions and two showcases of excellence were accepted.

#### Ohio NEAFCS Award Nominations for 2020:

- Communications Radio or Podcast Award: Lorrissa Dunfee, Emily Marrison
- Communications Written Media Award: Amanda Bohlen, Lorrissa Dunfee
- Community Partnership Awards: Whitney Gherman

- Distinguished Service Award: Beth Stefura
- Continued Excellence Award: Margaret Jenkins, Dan Remley
- Dean Don Felker Family Resource Management Award: Emilee Drerup & Team
- Innovation in Programming Award: Lorrissa Dunfee & Team
- Innovative Youth Development Programming Award: Jami Dellifield
- Mary W Wells Memorial Diversity Award: Whitney Gherman

FCS is holding weekly virtual check-ins (Mondays at 3 pm).

A book study on *The Gifts of Imperfection* by Brene Brown will take place on April 28 at 2:30 PM. All are invited to register and participate:

<https://osu.zoom.us/meeting/register/uZEtdempqTlpr4WAaHBL9PpSEtMdRNkYFg>

- **NAESDP** – Amanda Rysz – Operating as if annual conference in December will happen.
- **TERSSA** – Carol Wagner – An administrative professionals virtual conference hosted by Auburn University is taking place this week. Operating as if annual conference in September will happen. Ohio is hosting the 2021 conference. CES meeting May 12 via zoom.

### Old Business

- Changes to JCEP website have been made.
- **JCEP Leadership conference** – Amanda Raines, Jami Dellifield, Ed Brown & Gigi Neal attended. Good conference. States night out at San Antonio rodeo.
- **PILD** – Cheryl Spires participated along with several others. Conference was virtual this year – a day and a half of zoom sessions. Not an ideal format for a conference with a keynote speaker, cap note speaker and panels in between, but it came together nicely on such short notice. Jackie met with Ohio attendees beforehand to prep them for the conference.

### New Business

Extension Annual Conference is being planned for December 7-8. Input is being sought as to whether it will be virtual, in-person or a hybrid. Please send thoughts and items for consideration to Chris Zoller so he can pass them along to the planning committee.

Tom deHaas offered a few points to consider from the Professional Development Committee:

- If we have a face-to-face conference, would people feel comfortable attending? Need to consider high-risk and vulnerable individuals who work for Extension.
- If we meet in person and people get sick, would the university be liable?
- Regional meetings might be an option rather than a single state-wide meeting.

Andrea Rees said it would be easiest from the point of the awards committee to go one way or the other – either make the conference virtual or in-person - rather than a hybrid of the two. If virtual, perhaps break it up so it's not 2 consecutive days of all-day zoom meetings.

Shannon Carter offered that there are a lot of reasons not to meet including the safety of individuals and trying to be frugal with our budgets. Some counties may be able to afford to send individuals to annual conference more easily than others.

Michelle Treber suggested a Qualtrics survey where all potential attendees could share their opinions. Those not participating in a JCEP meeting today may not know this is a topic of discussion. The survey could be a litmus test to see who would attend or not attend due to health concerns and budget concerns.

Amanda Rysz is also on the Annual Conference planning committee and she stated it may be too early in the planning process to conduct a survey. Chris offered to follow up with Jackie and ask if she can mention this topic in her next update.

**Upcoming Meeting Dates:**

- June 29 – ZOOM (Board)
- August 17 – 4-H Center (Committees & Board)
- October 12 – 4-H Center (Committees & Board)

**Adjournment** – Melinda Ryan motioned to adjourn; Eric Barrett seconded.

*Respectfully submitted by Jenny Lobb, Ohio JCEP Secretary*

# OHIO STATE UNIVERSITY EXTENSION

## Ohio JCEP Board Meeting Minutes June 29, 2020

**Attending the meeting via Zoom:** Chris Zoller, Laryssa Hook, Lisa Barlage, Jenny Lobb, Melinda Ryan, Michelle Treber, Ron Overmyer, Elizabeth Varanese, Janessa Hill, Sabrina Schirtzinger, Dan Lima, Pam Montgomery, Tom deHaas, Andrea Rees, Ed Brown, Eric Barrett, Gigi Neal, Kyle White, Kelly Coble, Jami Dellifield, Nate Arnett, Cheryl Spires, Steve Brady, Adam Ziadeh, ShaLise Simmons, Marcus McCartney, Gwynn Stewart

**Call to Order** – Chris Zoller, president, called the meeting to order at 10:00 AM.

### Officer Reports

- **President** – Chris Zoller – no report
- **President-Elect** – Laryssa Hook – will soon be looking to set meeting dates for next year. Not yet sure if meetings will be held virtually or in person.
- **Past President** – Lisa Barlage – time to start thinking about electing officers for next year. Feel free to email her (barlage.7) with suggestions.
- **Secretary** – Jenny Lobb – sent April meeting minutes to the JCEP board listserv last week. Requested that everyone giving a report send a report summary to [lobb.3@osu.edu](mailto:lobb.3@osu.edu) by Friday for inclusion in the minutes.
- **Treasurer** – Melinda Ryan – not a lot of activity since the last meeting but will send out an updated report.
- **Annalist** – Michelle Treber – no report (good news, that means there were no deaths since the last meeting!)
- **Retiree/ Life Member Report** – Ron Overmyer – will be making a decision regarding the annual retirees gathering scheduled for September 14 by mid-July. Will most likely be canceling this year (as opposed to holding it virtually) as he thinks the preference amongst most potential attendees is for a face-to-face event. If the event is canceled, they will not need the \$200 requested earlier this year from JCEP for this year's gathering.

### Committee Reports

- **Global Relations** – Elizabeth Varanese – committee meeting held the afternoon of June 29. Joanna Kukielka-Blaser and Margo Lipps of the International Partnerships program within the Office of International Affairs joined the meeting. They explored how they might assist in the initiation of international partnerships and spoke about the university's international strategic plan. Also discussed was the success and ongoing activity of the 4-S (4-H) program in Zamorano, Honduras.

The committee identified the cultivation of partnerships and the promotion of the committee as the main goals of the year. All scheduled activities are intended to advance the mission to provide international opportunities for Extension professionals.

The committee discussed how to proceed for the second half of the year under pandemic

conditions. Ideas for possible priority activities include researching and reaching out to possible international partners, working on a promotional video of committee members and goals, finding a validated cultural competence survey tool that meets our needs, writing grants for teaching opportunities, and a presence at Farm Science Review.

- **Marketing** - Shannon Carter - continuing to make posts on the Ohio JCEP Facebook page. Encouraged others to join the page if they have not already done so. Search for 'Ohio JCEP' in Facebook and request to join the group.
- **Membership** - Sabrina Schirtzinger – exploring different formats for the membership drive (e.g. Qualtrics, which could be passed along from chair to chair). Not sure when this year's membership drive will happen (it's typically in the fall) or what it will look like.
- **Personnel** – Allen Gahler - no report
- **Policy** – Pam Montgomery – committee has reviewed all of the committee descriptions in the bylaws and will submit them for a vote later this year. Will also correct typing errors in the constitution and update the diversity statement in the constitution in that vote.
- **Professional Development** - Tom deHaas – applied for a grant along with the LOD unit and was awarded \$1250 to expand the onboarding program and include mentoring – see specifics in the ESP report below.
- **Public Issues** – Doug Foxx - no report
- **Resource Development & Management** – Nate Arnett – no report
- **Scholarships, Grants, & Recognition** - Andrea Rees – subcommittees are moving forward with their plans of work and the committee is working to plan the awards and recognition ceremony for the virtual annual conference. Ideas and input are welcome!

### State Presidents Reports

- **ANROP** – Ed Brown – national meeting postponed, which worked out because it is typically held bi-annually anyway. Rescheduled for May 2021 in Oregon.
- **ESP** – Eric Barrett – the national ESP Conference is now 100% virtual, as announced on June 23. Twenty-three chapters reported state or university travel bans while only three chapters reported clearance for out-of-state travel. As of last week, there was only one conference registration compared to 60+ registrants at this time in previous years.

### Ohio was well represented in the National ESP Award Recipient listings!

- Mid-Career Service Award - Shannon Carter / Ohio Alpha Eta Chapter
- Early Career Service Award - Katherine Feldhues / Ohio Alpha Eta Chapter
- Administrative Leadership Award - Pamela Montgomery / Ohio Alpha Eta Chapter
- International Service Award - Steve Brady / Ohio Alpha Eta Chapter
- Diversity Multicultural Individual - Brian Raison / Ohio Alpha Eta Chapter

- Diversity Multicultural Team - Are you being served? - Christine Kendle / Ohio Alpha Eta Chapter; Emily Marrison, Samatha Scott, Kate Shumaker, Courtney Woelfl, Sarah Lehman, Hueywen "Holly" Branch

OSU Extension's application for the Rita T. Wood Grant has been approved. Teresa McCoy and the LOD team worked with Tom deHaas and the JCEP professional development committee to submit an application for the Ohio Mentor Training program. The award is for \$1,250.

Roseanne Scammahorn (Family and Consumer Sciences Educator, Darke County) has received the 2020 Art Redinger ESP Administrator / Leadership Scholarship for \$1,000 toward attending the 2020 leadership conference.

Gwynn Steward has been serving for the past several months on the ESP Website Committee, reviewing needs and options for a new national ESP website

- **NACAA** – Gigi Neal – conference moved from July to September, still in Virginia. Ohio reported to the national organization that a travel ban is still in place. Award recipients will need to apply for exemptions to receive awards, as they are typically contingent upon conference attendance.

Ohio NACAA members who had research and/or Extension education posters accepted represent 10% of the entire poster session nationally!

**Extension Education Posters (10 out of 121 from Ohio):** Mary Griffith, Trevor Corboy, John Barker, Chris Bruynis (2), Kathy Bruynis, Jacqueline Kowalski, Chris Penrose, Mike Estadt, Garth Ruff

**Research Posters (8 out of 62 from Ohio):** Jim Jasinski, David Marrison, Eric Richer, Chris Zoller, Ed Lentz, Mary Griffith, Mark Badertscher, and Tim Wiseman

- **NACDEP** – Kyle White – conference held virtually June 1-2 with over 200 individuals in attendance.

#### **National NACDEP Award Winners from Ohio for 2020:**

- Cross Program, Team: Amanda Osborne and Courtney Woefl - WIC Perks
- Educational Materials, Team: Eric Romich and Peggy Hall - Farmland Guide to Solar Leasing
- Educational Technology: Joe Lucente - Lake Erie Shipwreck Research Project
- Excellence in CD, Individual: Meghan Thoreau - Elementary STEM and Career Exploration Program
- Innovation and Creativity, Individual: Brian Raison - Rethinking Strategic Planning

Here is the link to a short video about the 2020 NACDEP Awards:

[https://www.facebook.com/search/top/?q=ohio%20jcep&epa=SEARCH\\_BOX](https://www.facebook.com/search/top/?q=ohio%20jcep&epa=SEARCH_BOX)

For anyone interested in monthly CD updates, here is the link to the CD Wire newsletter: <https://comdev.osu.edu/cd-wire/2020-06-22>

- **NAE4-HYDP** – Amanda Raines – still planning for an in-person conference in Idaho in December. The board has acknowledged that they need to start planning virtual options for those who cannot travel, but thus far the conference is still going on as planned. A letter is being drafted from Ohio to formally ask for a virtual conference, as we will be unable to travel due to university restrictions.

The association is meeting monthly via ZOOM to give colleagues a chance to showcase their virtual work during COVID-19. The meetings also provide an informal time to share challenges and help each other work through them. Average attendance is about 40.

**NAE4-HYDP National Award Winners:**

Jenny Morlock – Promotional Package

Sue Hogan – Excellence in Urban Programming

Travis West – Excellence in Afterschool Programming

- **NEAFCS** – Jami Dellifield – conference in September has gone virtual and the cost will be reduced, so hopefully many will be able to attend. All sessions will be available for at least 2 weeks after the end of the conference so all registrants will have the option to attend more sessions than if held in-person. A committee has been formed to plan “spirit days” and a “states night out” to promote networking within the Ohio chapter. Award recipients were recently notified; names will be compiled and announced soon.

A monthly virtual book club is currently studying Brene Brown’s “The Gifts of Imperfection”. It has been a timely study for this season and will continue through 2020. Attendance has been good, and the group may continue with another book in 2021.

- **NAESDP** – Amanda Rysz – annual meeting call for proposals was released last week. The conference will likely be held virtually. A virtual summer school will be held every day the week of July 13.
- **TERSSA** – Adam Ziadeh – canceled annual conference rather than going virtual. The 2021 conference will be in Kitty Hawk, NC where it would have been this year, so Ohio will host in 2022 instead of 2021 with location TBD. Planning committee has met a couple of times and is leaning towards hosting the conference away from Columbus to show guests some of the other venues and cities that Ohio has to offer.

CES is looking into options for a virtual fundraiser since the typical fundraiser is a silent auction held in conjunction with Extension Annual Conference (EAC). A fundraising committee is hoping to plan a virtual alternative to host in conjunction with EAC.

**Old Business** – nothing to discuss

**New Business**

A virtual Extension Annual Conference is being planned for December 7-9, probably between the hours of 9 am – 3 pm to help prevent zoom fatigue. Will rely on the professional development committee (and any other willing individuals) to review proposals, likely in September. Will be soliciting video submissions this year. Will also be looking for session moderators.

Cheryl Spires shared that the FCS conference planning committee has already developed video submission guidelines and would likely be willing to share.

Gwynn Stewart suggested reaching out to Brian Raison for moderator training – he has experience helping with virtual conference moderation.

**Upcoming Meeting Dates:**

- August 17 – Committees & Board
- October 12 – Committees & Board

**Adjournment** – Eric Barrett motioned to adjourn at 10:40 AM; Tom deHaas seconded.

*Respectfully submitted by Jenny Lobb, Ohio JCEP Secretary*

# OHIO STATE UNIVERSITY EXTENSION

## Ohio JCEP Board Meeting Minutes August 17, 2020

**Attending the meeting via Zoom:** Chris Zoller, Laryssa Hook, Lisa Barlage, Jenny Lobb, Melinda Ryan, Michelle Treber, Gary Wilson, Elizabeth Varanese, Shannon Carter, Sabrina Schirtzinger, Pam Montgomery, Tom deHaas, Doug Foxx, Allen Gahler, Andrea Rees, Eric Barrett, Gigi Neal, Kyle White, Kelly Coble, Jami Dellifield, Nate Arnett, Steve Brady, Adam Ziadeh, Gwynn Stewart, Amanda Raines, Amanda Rysz, Ashley Kulhanek, Carol Wagner

**Call to Order** – Chris Zoller, president, called the meeting to order at 1:00 PM.

### Officer Reports

- **President** – Chris Zoller – asked the group whether they would like to have Jackie provide updates at the next meeting. Response: If there are updates to be provided, they would be welcome! Some staff throughout the state miss this portion of JCEP meetings which were historically open for all to attend.

Motion to approve June meeting minutes made by Kyle White; seconded by Eric Barrett.

- **President-Elect** – Laryssa Hook – trying to set dates for the 2021 meetings but having trouble finding association conference dates on their websites. Asked association presidents to send her their conference dates if known. The following were provided in the chat box:

JCEP Leadership conference - Feb. 10-11

PILD - April 11-14

NACDEP - May 16-19

ANREP - May 23-26

NACAA - July 4-8

ESP – October 25-28

NEAFCS - November 2-5

Laryssa reminded board members to submit their reports for the 2020 Ohio JCEP annual report to her by November 1. She shared a link to the 2019 annual report that board members can use as an example: <https://extension.osu.edu/about/ohio-joint-council-extension-professionals>

- **Past President** – Lisa Barlage – time to start thinking about nominating officers for next year. Please all or email her (barlage.7) with suggestions.
- **Secretary** – Jenny Lobb – sent June meeting minutes to the JCEP board listserv last week. Requested that everyone giving a report send a report summary to [lobb.3@osu.edu](mailto:lobb.3@osu.edu) by Friday for inclusion in the minutes.
- **Treasurer** – Melinda Ryan – sent the treasurer's report summary to the JCEP board listserv on 8/16. Not much change: \$165 paid to NAE4-HYDP, one correction made, interest has come in. The summary is current as of 8/16 with the caveat that she has not been in the office to receive the July bank statements. As of 8/16/2020 the total available funds are \$188,737.39, the checking account balance is \$141,570.12 and the unallocated funds

available total \$94,002.31. The ANROP balance is negative because the funds collected through event were never deposited into the account. Working with Jesse Buxton to correct.

- **Annalist** – Michelle Treber – no report (good news, that means there were no deaths since the last meeting!)
- **Retiree/ Life Member Report** – Gary Wilson – retiree's lunch for 2020 was canceled. Planning a retiree's lunch for September 2021.

### **Committee Reports**

- **Global Relations** – Elizabeth Varanese – committee met in June just after the last board meeting. Recap from the June meeting minutes: Joanna Kukielka-Blaser and Margo Lipps of the International Partnerships program within the Office of International Affairs joined the meeting. They explored how they might assist in the initiation of international partnerships and spoke about the university's international strategic plan. Also discussed was the success and ongoing activity of the 4-S (4-H) program in Zamorano, Honduras.

The committee identified the cultivation of partnerships and the promotion of the committee as the main goals of the year. All scheduled activities are intended to advance the mission to provide international opportunities for Extension professionals.

The committee discussed how to proceed for the second half of the year under pandemic conditions. Ideas for possible priority activities include researching and reaching out to possible international partners, working on a promotional video of committee members and goals, finding a validated cultural competence survey tool that meets our needs, writing grants for teaching opportunities, and a presence at Farm Science Review.

The committee is looking for a chair for next year.

- **Marketing** - Shannon Carter - the committee met this morning via zoom with 13 members in attendance. They discussed updates to the social media calendar for making Facebook posts, events, and reminders for National Professional association conference deadlines, state conference dates and deadlines and JCEP dates and deadlines. Please contact Shannon if there is something you would like to have posted.
- **Membership** - Sabrina Schirtzinger – the committee met this morning via zoom and discussed the membership drive issue that will be addressed in new business. Debby Lewis will still be using Lime Survey for the 2021 Membership drive that will begin on October 1. The committee will contact new hires by email and phone to encourage them to join JCEP and their National Associations.

The group will also be working with the marketing committee to improve the information on the JCEP webpage.

- **Personnel** – Allen Gahler – the committee met this morning via zoom and had a Q&A session with Jeff McCutcheon. The majority of the discussion centered on the \$15/hr minimum wage increase across the university. Jeff indicated it would take effect in September and that anyone currently making between \$15 and \$16/hr would be bumped to \$16. No other adjustments were planned, and despite the concerns and the large economic impact to many county budgets, this was a university decision and has already been put into action. Student and temporary positions are exempted. Jeff indicated that cabinet will be

discussing the impact on county budgets and it was advised from our group that all county commissioners be notified personally of any further information on this process rather than through their association.

Other major topics of discussion were (1) evaluation of the area leader structure, and (2) the hiring process for educators. Jeff indicated that in fall 2020 everyone should get a complete evaluation of their area leader with a 360-degree review to be completed every other year.

To discuss career mapping and promotion/tenure, Greg Davis will be invited to prepare some information and participate in the next committee meeting.

- **Policy** – Pam Montgomery – a copy of the committee section of the by-laws was sent to the JCEP board listserv last week. There are not a lot of changes – the committee added the policy committee to this section and made a slight change to the description of the professional development committee. The board must receive the changes at least 10 days in advance of a meeting for a vote, so we will vote on these changes in October.
- **Professional Development** - Tom deHaas – the committee met this morning via zoom and discussed the onboarding program (the second cohort just started), mentoring, and proposal review for Annual Conference. The RFP will come out in September with proposals due October 5. Video submissions will be requested to help assess capacity for virtual engagement of presenters. “Engage in 5” sessions will replace poster and Ignite sessions. Debby Lewis will adjust the RFP scoring to accommodate virtual presentation and the committee will review proposals.

Tom asked the area leaders on the JCEP board (Eric Barrett, Kyle White, Shannon Carter and Pam Montgomery) to speak to whether area leaders or educators are responsible for finding mentors. Response: area leaders are responsible for finding mentors for new employees. They consider various factors when looking for a match including who is willing to mentor, whose county might be similar in regard to size or funding, etc. Tom reiterated that there needs to be minimum expectations for mentoring relationships with some flexibility for area leaders to find the best match.

- **Public Issues** – Doug Foxx – the committee has not met recently but is looking to schedule a meeting with Adam Ward before the next board meeting in October. Please let him know if you have questions or issues for Adam to address.
- **Resource Development & Management** – Nate Arnett – no report aside from the membership drive issue that will be addressed in new business
- **Scholarships, Grants, & Recognition** - Andrea Rees – subcommittees are preparing award applications for annual conference and planning for a virtual awards session. One question discussed is for the awards that receive plaques, how will those be delivered to the award winners this year? A Qualtrics survey will be developed for all JCEP members to provide feedback on whether to go a different route with those awards (for example, gift cards instead of plaques this year), whether to provide paper or pdf copies of award certificates this year, etc.

### **State Presidents Reports**

- **ANROP** – Ashley Kulhanek – 2020 national conference postponed to 2021, which worked out because it is typically held bi-annually anyway.

- **ESP** – Eric Barrett – The national ESP Conference registration is now open at <https://espnational.org/2020-ESP-National-Conference>. A blanket approval should be coming from Jackie soon for all who would like to attend. The event will take place October 6-8 and fees are \$100 for regular members before September 7.
  - Ruby Lecture and Awards Program ONLY - Free registration for this session to ESP Members who register by September 7.
  - Steve Brady and two other delegates will represent Ohio at the delegate events.
  - Ohio has four seminar presentations and one poster presentation at the conference.
  - Ohio's five award winners and Ohio's award winning team will receive their accolades during the awards program and Ruby Lecture to be held on Wednesday, October 7, from 11:30am-1:15pm. Consider joining this session for FREE to support your Ohio colleagues!
- Steve Brady (current VP) is starting the process of recruiting candidates to run for the VP position for 2021.
- National Dues for 2021 remain the same at \$55 per person.
- Work continues on updating the national website to make it as user friendly as possible, including a new real-time membership data page.
- We are working with Travis West and Melinda Hill to come up with a list of duties for the two officers that we will share with JCEP to help reflect delineation of duties for National ESP. One example is our need to ensure national gets a list of new members that is not detailed in the current membership list they receive.
- **NACAA** – Gigi Neal – virtual conference September 28 – October 1. Registration has not yet opened but there will not be a fee. Anyone who registered for the in-person conference will be refunded. The 2021 conference will take place in Philadelphia over the 4<sup>th</sup> of July holiday.
- **NACDEP** – Kyle White – virtual conference was held June 1-2 with over 200 people in attendance. There were several presenters from Ohio:
  - Myra Moss: National Extension Climate Initiative
  - Eric Romich & Peggy Kirk-Hall: Utility Scale for Solar Energy Production
  - Cindy Bond: Building a Bridge to Solve Issues

Eleven NACDEP members won State Awards and four either won or were a runner up in National Awards.

**National NACDEP award winners:**

**NACDEP Educational Technology Awards - Individual Winner**

*Scholastic High School Drone Racing League Program, Meghan Thoreau, Pickaway County*

**NACDEP Educational Materials Awards - Team Runner-Up**

*Produce Perks Toolkit for Farmers' Markets Amanda Osborne, Cuyahoga County*

**NACDEP Cross Program Award Individual Winner**

*Virtual Reality Programing, Brooke Beam, Highland County*

**NACDEP Distinguished Career Award**

*Becky Nesbitt, Jackson County*

The 2021 conference is scheduled for May 16-19 in Coeur D'Alene, Idaho.

- **NAE4-HYDP** – Amanda Raines – the 2020 conference has gone virtual. All sessions will be pre-recorded versus live.
- **NEAFCS** – Jami Dellifield – NEAFCS dues will remain \$100 for 2021
- **NAESDP** – Amanda Rysz – the national conference RFP just closed and the conference will be virtual the first week of December. The call for awards will remain open through the end of the month.

The NAESDP President-elect left OSU Extension, so Amanda is searching for both a president for 2021 and a president-elect for 2022. Please contact her if you have ideas and/or encourage NAESDP members to step up!

Amanda shared the need to better connect with the CSU staff within the association. There are two members but no real participation. She asked the board whether CSU staff participate in any other committees or associations? No response. Melinda offered to share a list of CSU members with their emails.

- **TERSSA** – Adam Ziadeh – national officer team will remain the same through 2021. Christina Byrd (an office associate in Franklin County) will serve as national president in 2022 and the national conference will be in Ohio that year.

**Old Business** – nothing to discuss

### **New Business**

- A proposed draft agenda for annual conference was shared with the board. No comments or concerns.
- A request was made to the Resource Development and Management Committee to review our 2021 dues and see if there is any relief that could be found. In consultation with Melinda Ryan, Debby Lewis and Jesse Buxton, it was confirmed that we have ample funds available and can use a similar process for dues collection as previous years.

#### The Resource Development and Management Committee recommends the following:

1. For those paying Ohio JCEP state dues in 2020, their membership would roll over at no cost for 2021 (both full and affiliate). Those new hires or those not selecting Ohio JCEP membership in 2020 would have the option of joining for the full (\$65) or affiliate (\$20) fee.
2. For national organizations, we propose that Ohio only charge for the national membership rate and not collect any state organization dues above that amount. Any state organization fiscal needs could be addressed through Ohio JCEP funds or existing organizational balances.

#### Discussion:

The membership committee asked what if the offices of new hires do not have the funds to pay their membership dues? Sabrina has a list of 55 new hires from October 2019 – April 2020 who would be eligible for new membership this year. CSU may also have staff wanting to join this year. The membership committee proposed offering JCEP memberships for new hires at a discounted rate or offering scholarships for new hires to lessen the burden on counties for 2021.

Lisa Barlage suggested offering new membership at a reduced rate (\$20-\$30) for this year and Ashley Kulhanek suggested keeping the full rate (\$65) but offering a hardship scholarship if the county cannot afford the dues - area leaders would help communicate to those eligible that the scholarship is available. Nate reminded us that there could be employees aside from new hires who are not currently members that might want/need to join.

Gigi Neal pointed out that there are two separate issues being proposed and discussed here: the Ohio JCEP dues and the state association dues. She is not comfortable making a decision on the association dues without speaking with her membership first, especially as she anticipates Ohio being asked to help support the next national conference which is being held within the north central region. Lisa Barlage and Amanda Raines suggested that NEAFCS and NAE4-HYDP could forgo collecting state association fees this year.

Decision was made to only vote on the Ohio JCEP fees at this time. Nate asked the state association presidents to consult with their membership and let him know by the end of the month whether they have decided to collect dues above the national requirement for the coming year. A motion was made by Doug Foxx to roll-over the Ohio JCEP dues for existing members for next year and was seconded by Gigi Neal. The motion passed.

If the cost of membership is a hardship for new educators or those wanting to join (or re-join) in the coming year, those cases can be addressed on an as-needed basis.

**Upcoming Meeting Dates:**

- October 12 – Committees & Board

**Adjournment – Gigi Neal** motioned to adjourn at 2:19 PM; Jami Dellifield seconded.

*Respectfully submitted by Jenny Lobb, Ohio JCEP Secretary*