

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 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 1st 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.
 - 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