



Board of Directors and Extension Administration Meeting

May 21, 2019

Join Zoom Meeting <https://ncsu.zoom.us/j/402113250>

Meeting ID: 402 113 250

Welcome

Jayne McBurney

Attendees: Travis Birdsell, Barbara Byers, Elizabeth Merrill, Bryant Spivey, Tracy Davis, Cameron Lowe, Suzanne Hugus, Susan Johnson, Donna Mull, Nelson McCaskill, Dalton Dockery, Catherine Daniels

Treasurer Update

Nelson McCaskill

Purpose of the Meeting – To provide additional time to dialogue with Extension Administration regarding topics of concern to those who are employed with NC Cooperative Extension as suggested during the 2018 Forum.

Old Business:

Name Change: NCJCEP

New Business:

New Agent [Promotion track](#). When does this start?

Dr. Bonanno stated

- Old track applies until the second promotion. New employees will immediately start in the new system.
- Increase percentages don't change.
- Timeline for promotion eligibility does not change.
- 6-8% raise is split
 - 2% - 4% later, 3% - 5%

NC A&T State Funding

Jayne McBurney received information from a non-CES colleague about loss of funding at NC A&T, what is going on?

Dr. Bonanno shared

- During 2018 and 2019, NCA&T had asked write a joint legislative document with NC State.
- All Federal Capacity dollars 1:1 (matching) state funding
- NC State budget has three budget lines in the state legislature budget (NC State, Ag Research, Extension) Federal \$ are matched at more than 1:1.
- NCAT has a single line item for the entire university, and NCAT is also required to match their federal funding. The NCAT Chancellor has chosen NOT to match those dollars, only matching \$0.85 on the dollar, leaving a \$2 million deficit for Research and Extension.
- NCAT has annually asked NIFA for a waiver; however, NIFA will no longer accept waivers and the state should provide the full 1:1 match.
- Bills have been proposed with very creative thoughts; however, the proposed bills have not yet passed.
- There are significantly more NCSU FTE employees than NCAT FTE employees, about 10:1.
- Extension personnel should not be involved in budget discussions.

- Questions should be directed to Dr. Bonanno.

What is the status of the State Leader ANR Search

Dr. Bonanno noted

- Search committee has been formed with Drs. Fox, Kirby, Yoder, David Monks.
- Search is underway in order to limit vacancy length.
- Position advertised in mid-April and will stay open until filled.
- Applicant review will be held within the next week.

Who leads County Operations? Dr. Bonanno stated that he does at this point, and

- Sheri Schwab was to serve as Interim Provost for Institutional Equity & Diversity for one year, with her position as Director of County Operations held open for the year. She moved to that position March 1, 2018.
- Keith Walters is managing COT meetings when Dr. Bonanno is not available.
- HR responsibilities are being fielded by Nikki Kurdys.
- The Provost has promised a decision on the status of the position during the summer.
- Title Promotions are in the works. Stephen Greer served as committee chair.
- Let Dr. Bonanno know if you think something is falling between the cracks.

Where can the Director of County Operations position go? What responsibilities can change?

- More authority for DEDs and CEDs as we move forward.

Topics from the Federation Forum: Dr. Richard Bonanno answered questions that were identified by board members as important topics from the World Café session at the Forum

Cameron Lowe asked for clarity on roles and responsibilities to the county. i.e. if CED is to be the final word on hiring, needs to be clearly communicated.

Dr. Bonanno stated:

- This has been a great learning process for Extension Administration.
- His vision of Sheri's role should she return? Nikki will continue with HR duties.
- There is a possibility of not filling the position as it is now, instead modifying to an administrative position. Duties are very administrative laden and may work with EOD.
- EOD - working with Rhonda Sutton (she is also College Leadership incl w/i CES) but reports to Dr. B. (trying to connect Rhonda and EOD)
- Lindsay Clark's role has been adjusted to work with mentoring and NPO.
- The future concept would have EOD dedicated to Extension, Rhonda to College Leadership.
- CALS HR is Rebecca Zuvich, Nikki serves as HR contact for county staff.

What role can and should NC JCEP play in the State Cooperative Extension Conference? There was a lively discussion on this topic.

Dr. Bonanno stated that

- Drs. Yoder and Smith serve as co-chairs.
- It is too early for the program RFP - Dr. Kirby will chair this area in 2019.

Dr. Bonanno asked if NCJCEP represents all associations, does it represent all of Extension? Do Specific associations represent the whole association, no exclusion of non-members?

Bryant Spivey noted that Specialists are typically not members in Ag Agents Association.

Jayne McBurney mentioned that NCEAFCS does not include all EAs who are working in the FCS area. Suzanne Hugus noted that campus-based staff (EAs) are eligible to be in the ACES group.

Dr Bonanno asked, what would be the role of NCJCEP?

It was suggested that Presidents of Associations could review proposals based on subject matter area.

It was asked could Presidents of Associations serve on the planning committee?

Dr. Bonanno suggested a possible role for NCJCEP would be after RFPs come in, find gaps in areas. District presidents might be a good source of vetting RFPs for additional needs.

Suzanne Hugus asked about the involvement of County Admins at the State Conference.

Dr. Bonanno state that involvement of Admins would be part of the District Conferences since leaving offices unstaffed is a concern. Also, finding a location large enough to house all of the staff would be an issue.

Only the Greensboro area is large enough to handle that many staff members. Overnight costs for specialists is a concern.

District Conferences are still under consideration stated Dr. Bonanno.

County Operations staff concerns noted prior to the meeting: (Dr. Bonanno's responses in *italics*)

1. Agents receive raises as a result of the Career Ladder while COSS employees were overlooked and told there were no funds available to address compression. Please explain.
 - a. *Salary adjustments have been made. Market analysis was completed in 2014.*
 - b. *Market analysis for agents was done in 2002. CED review is next.*
 - c. *Salary compressions across the board have been problematic with new state minimum salary.*
 - d. *There has been an increase on the Federal side for our budget which has been helpful.*
 - e. Suzanne Hugus noted that CEDs have been provided merit increases, though Admins have not.
 - i. *Dr Bonanno: these decisions are made at the state legislature NOT Extension Administration*
 - ii. *SHRA did receive increases the past 2 years.*
 - f. Jayne McBurney mentions concerns about salary compression for Program Assistants, Associates, and Technicians, specifically those who received a Title Promotion.
 - i. *Hands were really tied in how salaries increases were administered.*
 - ii. *Much of the compression issue was created by the new state minimum salary*
2. On behalf of the Admins, Suzanne Hugus requested more training for COSS and more support for their participation in their professional association as not all CEDs are supporting Admins to attend their conferences.
3. Regarding Eventbrite and Credit Cards, Suzanne Hugus noted that Once again Admins will be given more responsibility with no relief of other duties or salary increases, or even recognition.
 - a. *Designed to make life easier, not harder.*
 - b. *Financial systems make things complicated.*
 - c. *Challenge is how the money is handled in the county, who controls it, compliance, etc. Everyone wanting something different.*
 - d. *All of these tools are designed to make the system work better, move away from cash, checks, etc.*
 - e. *P-card, one per county, is not ideal. If one per person, reconciliation is huge (entering receipts, etc)*
 - f. *Donna Mull mentioned that some counties have a good system that seems to work, can consideration be given to letting those systems remain in place.*
 - g. *Jayne McBurney mentioned that Eventbrite allows building of Extension Community data/evaluation data*

County/District Support:

1. Capital invested in helping to level out county offices and their resources/amenities

- a. *All county offices are owned by the county except two (CMAST, Granville).*
- b. *These decisions are made at the county level, there isn't much the state can do.*
- c. *CEDs need to be working with the County Manager to increase resources/amenities.*
- d. *Dalton Dockery suggested that CEDs start conversations very early, lay foundation, build program. Always ask, if Extension was not there, would we be missed?*

As an aside, Dr. Bonanno mentioned that the [TEconomy report](#) and accountability and impact. Annual "Report to the People" needs to show the metrics of the work we do.

2. District days (updates, ERS workdays, etc.) – can DEDs help drive this process?
 - a. Let's make it happen. Dr. Bonanno is supportive and will share info with DEDs (COT is May 28), Jayne McBurney will send a message to Keith Walters about this.
 - b. Travis Birdsell mentioned that Susan Kelly is providing CED training in the NCD.

Communication with Extension Administration:

1. Is there an Administrative Handbook/Process for communicating and documenting policy and procedure? Who can lead this?
 - a. Can there be an established and defined process for maintaining a close relationship and line of communication with Extension Administration?

Cameron Lowe was specifically asked when policies come down, is there a repository of info/memos? She noted that many policies come through the program lines, but CEDs need to be informed (e.g. # of youth sharing a hotel room space).

There was much discussion and suggestions such as:

- i. Information should be on the Intranet, perhaps follow the process that the Provost has.
 - ii. *Audit process is helping to identify gaps in delivery of policies.*
 - iii. *Many counties have been visited, summary of findings will be generated and shared.*
- b. Should NC JCEP become the conduit for intercollegiate communication? We send issues up the chain, we need to be able to provide reports on progress of forum discussion points. e.g, Forum at Extension Conference, but not at the end.
 - i. *Dr Bonano to DED to CED, etc., is this not working? What is best way to communicate to county leadership/staff?*
 - ii. Jayne McBurney mentioned that theoretically, our responsibility as JCEP members is to share this information with our organization.

State Extension Conference:

1. More integrated programming. NC JCEP should be part of Extension Conference planning.
2. What happens in off years and admins and support staff are not invited to conference?
3. Support state association meetings at State Extension Conference for recruitment and information dissemination to members.
 - a. *This could happen, but space limitations will dictate needs.*
 - b. *If associations would like meeting space, let Dr. Yoder know.*

Additional Questions/Comments:

Dr. Bonanno stated that he likes meeting with teams and discussing issues, he loves being out and about in the county.

INVITE HIM!!!!

Next Steps: Minutes to be reviewed internally, then by Dr. Bonanno before distribution to membership.

Meeting Adjourned at 3:15 pm.

Composed by Susan Johnson and Jayne McBurney