

Herter-O-Neal Scholarship Committee Report Final Report 2014

The NCCEAPA 2nd Vice-President and the District 2nd Vice-Presidents serve as committee representatives for the Herter O'Neal Scholarship Committee. The President of the Association serves as an ex officio member. Committee members for 2014 included: Susan Johnson, Chair; Dawn Stone, Jessica Whitley, Leslie Brown, Betty Okleshen, Cynthia Gustashaw, Andrea Brooks

The process for the selection of the 2014 Herter O'Neal Scholarship recipient began in late January 2014. The deadline for district winners to be submitted for review was April 1, 2014.

Five district winners were submitted for review. An outside committee met and chose Antonio Powell, Northeast District, Bertie County as the 2014 recipient. Antonio was chosen due to his excellent grades, numerous honors, and various extracurricular activities, both in school and in his community. Antonio is attending the University of Charlotte. His scholarship award has been sent to the university. *An added note: Antonio is the son of one of our
return down*

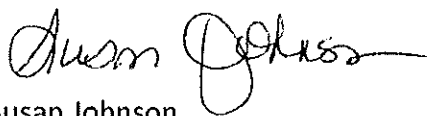
There were a total of 79 Herter O'Neill applications received.

The committee was asked to consider two changes to the responsibilities of the state 2nd VP, who serves as chair of the Herter O'Neal Scholarship committee. Those changes were: "Update the Recipient's page on the website" and "To obtain a Photo Release Form from the recipient".

The committee approved both changes to the responsibilities of the state 2nd VP.

Included in this report is the academic report of the 2013 winner, Andrew Miller, who is attending Appalachian State University. Andrew was very successful and had a GPA of 3.36 for the year.

Respectfully submitted:



Susan Johnson
2nd Vice-President, NCCEAPA

ID: 900523274 Miller, Andrew F.

Course Level Codes by Person: U

Start Term:

Term and Course Level Information Student Grade GPA and Course Information

Current Standing

First Term Attended:
Last Term Attended: 201410
Academic Standing: GS Good Standing
Academic Standing Override:
Progress Evaluation:
Progress Evaluation Override:
Combined Academic Standing Override:
Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	31.000	31.000	31.000	31.000	104.20	3.36
Transfer:	.000	4.000	4.000	.000	.00	.00
Overall:	31.000	35.000	35.000	31.000	104.20	3.36



Office of Student Financial Aid

ASU Box 32039
Boone, NC 28608-2039

tel: (828) 262-2190
fax: (828) 262-2585

May 16, 2014

To Whom It May Concern:

Grade reports are enclosed for all students receiving your scholarship funds. Your office requested these reports in order to document the academic progress of your scholarship recipients. Please contact our office if you need any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Becky Stansberry".

Becky Stansberry
Administrative Support Supervisor
Office of Financial Aid

Enclosure



HONORARY MEMBERSHIP INTO THE NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

Who can be an Honorary Member?

"Honorary membership may be bestowed upon a member/non-member in recognition of outstanding service to the association".

How should a recommendation be submitted?

"Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the Membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor".

Does an Honorary member have to pay dues?

"An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."

When is the honorary membership application due?

August 1st

Nomination Cover Page

Nominee's Name: FAYE J BLACK Title: ADMINISTRATIVE ASST-RETIRED

County / District: WAKE COUNTY: NE DISTRICT Email: fblack60@aol.com

Address: 4001 Cary Drive, Suite E, Raleigh, NC 27610

Yrs in Extension: 23 Yrs in NCCEAPA: 23 Date (if) Retired from NCCES: 2009

Please attach a letter of recommendation to the Board of Directors using the following guidelines:

- ☐ Cooperation
- ☐ Contributions
- ☐ Approval by district members
- ☐ Participation
- ☐ Leadership

Suggestion: Include association data such as office(s) held, committees served on/chaired, number/percentage of meetings attended, other contributions to and in cooperation with the NCCEAPA, etc.

Nominated by: Martha B. Smith Title: Support Staff

County / District: Wake County / NE District Email: Martha.smith@wakegov.com

July 29, 2014

TO: NC Cooperative Extension Administrative Professionals Association

FROM: Martha B Smith

Martha B Smith

RE: Honorary Membership for Faye Black

Please accept this letter of recommendation for Faye J Black to be accepted as an Honorary Member to the NCCEAPA Association.

Faye started her career with Cooperative Extension in 1986 as a Home Economics secretary, then filled in as Interim Administrative Assistant and eventually applied for the position and was hired permanently. She served as Administrative Assistant to two County Directors during her employment.

Faye was always a very active member of the then – 'NC Cooperative Extension Secretaries Association'. Through the years she has supported this organization as:

- District Level
 - Active member for 23 years
 - 2nd Vice President
 - 1st Vice President
 - President
 - Served on all District committees, many time more than once
 - Has chaired many District committees
 - Attended 54 of 56 District meetings
- State Level
 - Attended 23 State Meetings
 - Served as State Treasurer for one term
 - Served as Chairman for two State Planning Meetings in 2005 and 2012
- Regional Organization
 - Attended initial NC planning meeting to develop a South Eastern Regional Cooperative Extension Support Staff Association
 - Represented NC in the planning meeting for Regionalization in Kentucky
 - Attended the first TERSSA Regional meeting in Nashville, TN and chaired the Decorating Committee for this three-day conference.
- Other Activities
 - Served on Staff Senate
 - Served at 2 NC Commissioners 'Horn of Plenty' Banquet

Faye Black has served her community, Wake County, Cooperative Extension and NC State University with enthusiasm and loyalty. It is my honor to submit her name for Honorary Membership with the NC Cooperative Extension Administrative Professionals Association.
Respectfully submitted



HONORARY MEMBERSHIP INTO THE NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

Who can be an Honorary Member?

"Honorary membership may be bestowed upon a member/non-member in recognition of outstanding service to the association".

How should a recommendation be submitted?

"Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the Membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor".

Does an Honorary member have to pay dues?

"An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."

When is the honorary membership application due?

August 1st

Nomination Cover Page

Nominee's Name: Dianne Scarboro Title: Hoke County Extension Secretary

County / District: South Central Email: _____

Address: 115 South Wright Street, Raeford, NC 28376

Yrs in Extension: 30 Yrs in NCCEAPA: 27 Date (if Retired) from NCCES: January 1, 2012

Please attach a letter of recommendation to the Board of Directors using the following guidelines:

- ☐ Cooperation
- ☐ Contributions
- ☐ Approval by district members
- ☐ Participation
- ☐ Leadership

Suggestion: Include association data such as office(s) held, committees served on/chaired, number/percentage of meetings attended, other contributions to and in cooperation with the NCCEAPA, etc.

Nominated by: Cathy James Title: Support Specialist - Hoke County

County / District: South Central Email: cathy_james@ncsu.edu

**Honorary Membership
In
The North Carolina Cooperative Extension Administrative Professionals' Association**

Date: July 24, 2014

Nominee's Name: Dianne Scarboro **County:** Hoke

Address: 115 S. Wright St, Raeford, NC 28376

Years in Extension: 30

Years in NCCEAPA: 27

Retired from NCCES: January 1, 2012

Association Data

Offices Held: District Treasurer

Committees Served On (Indicate chairman with *):

District

- Finance*
- Professional Improvement
- Public Relations
- Membership
- Nominating*
- Rules & Bylaws*
- Scholarship
- Secretary of the Year*

State

- Finance
- Nominating
- Rules & Bylaws

Number of Meetings Attended: 95% of all District and State Meetings

List any other contributions to and cooperation with the NCCEAPA:

Dianne chaired and served on many committees throughout her years at Extension. She took pride in being a member of the NCCEAPA and always looked forward to District and State meetings. She did not like to be in the spotlight, but she worked in a professional manner to complete her assigned position. She continues to support Extension through attending workshops.

Dianne received the Secretary of the Year Award for 2010. She served 4 years with the Horn of Plenty.

Nominated by: Cathy James

District: South Central

County: Hoke

July 24, 2014

NCCEAPA – SC District
Christine Barrier, Cabarrus County
Membership Committee Chair

RE: Dianne Scarboro, Retired Administrative Secretary, Hoke County
Honorary Membership

Dear Membership Committee:

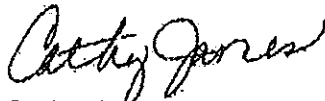
It is with great honor that I recommend Dianne Scarboro for Honorary Membership to the NC Cooperative Extension Administrative Professionals' Association.

Dianne worked for the NC Cooperative Extension, Hoke County Center, for 25 years and retired on January 1, 2012. She has also been a member of the NCCEPA for 27 years (includes retired years). She served as District Treasurer and on nearly every committee on the district and state level and has chaired several committees.

She is a very detailed person and it showed in everything she accomplished in Extension. There was no task too difficult for her to handle and she would complete it in a very professional manner. She was eager to take on any project, no matter the challenge. It was truly a pleasure to learn from her.

I feel that Dianne is very deserving of an Honorary Membership.

Sincerely,



Cathy James
Support Specialist
NCCE – Hoke County



HONORARY MEMBERSHIP INTO THE NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

Who can be an Honorary Member?

"Honorary membership may be bestowed upon a member/non-member in recognition of outstanding service to the association".

How should a recommendation be submitted?

"Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the Membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor".

Does an Honorary member have to pay dues?

"An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."

When is the honorary membership application due?

August 1st

Nomination Cover Page

Nominee's Name: Melanie Storey Title: Retired

County / District: Hertford Email: melanie.storey@hertfordcountync.gov

Address: 311 E. Woodrow School Rd Murfreesboro, NC 27855

Yrs in Extension: 19 Yrs in NCCEAPA: 19 Date (if) Retired from NCCES: 12/2012

Please attach a letter of recommendation to the Board of Directors using the following guidelines:

- ☐ Cooperation
- ☐ Contributions
- ☐ Approval by district members
- ☐ Participation
- ☐ Leadership

Suggestion: Include association data such as office(s) held, committees served on/chaired, number/percentage of meetings attended, other contributions to and in cooperation with the NCCEAPA, etc.

Nominated by: Rebecca Castello Title: Administrative Assistant

County / District: Hertford/Northeast Email: rebecca_castello@ncsu.edu

Hertford County Center
301 West Tryon Street
PO Box 188
Winton, NC 27986
Phone: 252-358-7822
Fax: 252-358-7880
<http://hertford.ces.ncsu.edu/>

March 25, 2014

To: NCCEAPA Board of Directors

Re: Honorary NCCEAPA Membership

From: Rebecca Castello, Administrative Assistant, Hertford County

I would like to nominate Melanie Storey for honorary membership to the NCCEAPA association. Melanie recently retired from Extension with 19 years of service, all of which she was a member of the association. She was an advocate for the cause and took on many roles during her years of service.

During her years of service, Melanie was an active member, attending all but two of the state meetings during her time with Extension. She took on many roles such as: District - 2nd VP; VP, President – twice; Advisor; Dist. President 2011-12; State – 2nd VP, VP, President, Advisor; District – Parliamentarian; Dist. Nominating Committee Member; Dist. Membership Committee Chair. She was also a member of TERSSA.

Melanie was also presented several awards that recognized her many contributions, leadership roles, teamwork and participation in our association. She received the 2012 NCCESA Executive Board Award; 2012 NE Dist. Sec. Award of Excellence; 2012 Pride of the Wolf Pack; 2004 - Award for Outstanding Performance in Leadership; and the NC Dist. Sec of the Year Award – (2 times – 2001, 2008).

As you can tell Melanie was a very intricate part of our association on all levels and I feel that she is very deserving of the honorary membership.

Sincerely,

Rebecca Castello

Rebecca Castello,
Hertford County Administrative Assistant

NC State University
A&T State University
**COOPERATIVE
EXTENSION**
Empowering People • Providing Solutions

Horn of Plenty Report

The Horn of Plenty was held on August 15 at the North Carolina Arboretum in Asheville, NC. The NCCEAPA West District Officers served ice-cream and cupcakes during the event. Due to a scheduling conflict I was unable to attend the event. I would like to thank Sandy Kanupp, 1st Vice President for taking my place at the event.

Submitted: Jane McDaniel, 2014 NCCEAPA President

NCCEAPA Membership Committee Report

September 2014

	West District	North Central District	Campus Chapter	South Central District	Northeast District	Southeast District	TOTALS
Paid Active Members	33	35	14	35	32	39	188
Honorary Members	16	10	18	13	14	13	84
Associate Members	0	0	0	0	0	0	0

Respectfully submitted by the 2013-2014 Membership Committee:

Risha Griffin, Northeast (Chair)
 Pana Jones, North Central
 Margaret Browne, Campus
 Christine Barrier, South Central
 Kim Davis, West
 Aletha Mebane, Southeast

Nominating Committee Report
Board of Directors Meeting/Association Business Meeting
September 18-19, 2014
Kitty Hawk, NC

Applications were accepted beginning June 1, 2014 for persons interested in serving as an officer for the North Carolina Cooperative Extension Administrative Professionals Association during 2014-2015. E-mails were sent to each District President with guidelines and application information.

Sandy Kanupp, 1st Vice-President, Susan Johnson, 2nd Vice-President, consented to rotate to serve as President and 1st Vice-President, respectfully.

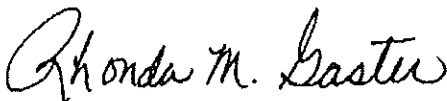
Nominations were accepted for the following open positions:
2nd Vice-President – keeping in line with the rotation schedule, the Northeast was tasked with providing a candidate for this position
Secretary
Treasurer

The 2013-2014 Nomination Committee would like to offer for consideration the following slate of officers to serve during 2014-2015:

President – Sandy Kanupp, North Central District Office, North Central District
1st Vice President – Susan Johnson, Cumberland County, South Central District
2nd Vice President – Rebecca Castello, ~~Pasquotank~~ ^{Hertford} County, Northeast District
Secretary – Becky Lewis, Cabarrus County, South Central District
Treasurer – Tracy Brown, Campus

Thank you to each person that has agreed to serve. We are confident you will do an outstanding job!

Respectfully submitted,



Rhonda M. Gaster
Chair, Nominating Committee

Rhonda Gaster, Chair, Lee County – South Central District
Tracy Brown – Campus
Tami Hagie, Avery County – West District
Sherry Ramsey, Caswell County – North Central
Christy Boyce, Pasquotank County – Northeast
Nan Rackley, Columbus County - Southeast

**Professional Development Report
September 19, 2014**

The North Carolina Cooperative Extension Administrative Professionals Association is an association whose purpose is to establish and maintain a structure through which members may be united in a professional development and improvement effort the benefit of themselves and the North Carolina Cooperative Extension system.

The chairperson for each district is as follows:

Campus Chapter – Susan Graham
North Central – Mignon Sheppard
Northeast – Teresa Story

Southeast – Katie Moore
South Central – Myra Johnson-Moore
West – Susan Winebarger

Since the beginning of the association year, districts have been engaged in professional development sessions for its members. The underlying theme this year has been to engage each other more, build better relationships and sharing information to increase moral and efficiency. Districts have attended trainings on topics such as "Are We Speaking the Same Language," Viticulture and Wine Appreciation. Other notable highlights throughout the year are:

1. All Administrative Professionals were encouraged to attend one of the Visioning/Listening Sessions across the state during the Fall. These sessions were for brainstorming with stakeholders on how Extension should be shaped over the next 100 years. The new Extension Vision was revealed in August 2014.
2. A new professional development webinar pilot series began in Fall 2013 through Skillport Online Learning. Administrative Professionals were able to sign up to be a part of the pilot series. Participants were chosen at random, and they were able to begin taking the courses for free in the fall, with courses ending in June. Hopefully this will be a continuing effort.
3. In January, the State Professional Improvement Committee announced a new blogspot, "The Smart n' Savvy NC Cooperative Extension Administrative Support Professional" for Extension's Centennial Celebration. The website can be found at: <http://savvy4extension.blogspot.com/>. Extension history can be found on this site.
4. In March and April, the Herter-O'Neal Scholarship was made available. Received and reviewed 13 Herter-O'Neal Scholarship Applications. More information will be available during the Spring 2014 meeting about the winner(s). In May-July, the State Professional Improvement Scholarship was promoted. The winner will be announced during State Meeting in September.
5. A professional development workshop with Mary Lou Addor entitled "Communications Boomerangs" was held on Monday, May 12 via Collaborate. Twenty-six Administrative Professionals attended.

End of Report

Submitted by Mignon Sheppard, Committee Chair

**Reflections Report
NCCEAPA State Meeting
Kitty Hawk, NC
September 17-19, 2014**

Campus

By Andrea' Brooks

We continue to capture photos during our business meetings and other district events. Photos were taken during our Annual Picnic on June 20 as well as our installation meeting on August 29. In addition, our committee sent cards to several NCCEAPA members in various districts during their time of need (sympathy, get well, etc). We will continue to update electronic photo gallery as well as submit photos for the association's state photo gallery.

South Central

By Jamie Miller

South Central's NCCEAPA meeting was held in Catawba County on April 11th, 2014. Catawba County's Administrative Professionals, Beth Rogers, and Trudy McSwain did an awesome job of hosting the meeting. Dr. Michelle Eley, who spoke on Professional Improvement, was the guest speakers for the event.

For our fall meeting, South Central District Administrative Professionals met at the Cumberland County Center on August 22nd, 2014. "Be the Change You Wish to See" was the professional development activity given by Fred Starling & Sara Caldwell from the Cumberland County Human Resources Department. Members enjoyed a selection of fresh seafood or chicken for lunch. Since fried shrimp was one of the selections for the seafood, the theme for the meeting was "pink flamingos" hence they eat shrimp. Thanks to Susan Johnson & Peggy Elliot, who did a great job hosting the meeting. Photos were taken during the meeting.

West

By Sarah Gotfried

No report. *(Has been trying to keep the scrapbook up to date)*

Northeast

By Donna Hanusik

The Northeast District continues to maintain a scrapbook to record the history of our association.

North Central

By Marion Jay

I would like to thank all of North Central Dist and others for all the pictures you have sent me. We are looking forward to sharing them at the Dist. Meeting soon. We also have pictures of Shawn Senter our past president who took another job in June and Sandy Ruble who also took another job. Again Thank You.

Southeast

By Kim Hoskins

SE Reflections Committee has no report

Rules and By-Laws Committee Report 2014 State Report

State Committee members: Susan Johnson, Chair; Shella Ange, Regina Gardner, Carol Horne, Deborah Waterman, Anita Wright, Jane McDaniel, Ex-Officio member

The State Rules and By-Laws Committee were tasked during the year with the following recommend by-law changes. The Board of Directors has approved the following proposed changes for membership vote at the state meeting in September. These proposed changes were posted to the NCCEAPA website for review by the general membership as mandated.

Article VII Section 4

In addition, the Association shall pay the president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings. (Proposed change below)

By-law proposed for change

In addition, the Association shall pay the president's and the 1st vice president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.

Reason for change: The 1st Vice-President, by virtue of the office held, serves as a Board member of the Federation, and should be eligible for travel reimbursement.

Article XI Section 2 (under Dues)

Dues shall be paid by District Treasurers by or before November 1 of each calendar year, extracted from district dues paid by members by or before October 1 of each calendar year. (Proposed change below)

By-law proposed for change

Annual dues are to be postmarked by District Treasurers beginning October 1 and no later than December 31 of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 each year.

Reason for proposed change: This change will allow additional time for Districts and Campus to collect dues for submission to the state. Some districts have experienced trouble receiving their dues in a timely manner. Non-payment of dues by the deadline voids membership rights.

Article XI Section 3 (under Dues)

By-law proposed for change

Membership shall be available for those whose effective date of employment occurs after October 1, upon payment of dues. (Proposed change below)

Membership shall be available for current/existing employees beginning October 1 through December 31. Membership shall be available for new employees whose effective date of employment occurs after December 31 upon payment of dues within 90 days of employment.

Reason for proposed change: To establish a firm deadline for payment of dues by current/existing employees and to allow for the payment of dues from new employees within an adequate allotted window of time.

Article V Section 6 (Officers and Their Duties)

By-law proposed for change

The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.

~~The accounts of the Treasurer shall be reviewed at the close of the association year by a Review Committee to be appointed by the President.~~

Reason for change: During a Parliamentary Procedures training at the Board of Directors meeting in February 2014, Nelson McCaskill informed the Board of Directors that since our accounts were not audited by a CPA, then the wording should be changed.

Article XII - Section 2 (Committees)

By-law proposed for change

An Auditing Committee shall be appointed to audit the accounts of the Treasurer and a report thereof give at the annual meeting, a copy of which shall be included in the Annual Report to the Association.

~~A Review Committee shall be appointed to review the accounts of the Treasurer and a report thereof give at the annual meeting, a copy of which shall be included in the Annual Report to the Association.~~

Reason for change: During a Parliamentary Procedures training at the Board of Directors meeting in February 2014, Nelson McCaskill informed the Board of Directors that since our accounts were not audited by a CPA, then the wording should be changed.

Article VI, Section 7

No officer may hold two positions concurrently in NCCESA at the state level.

~~No officer may hold two Executive Board positions concurrently in NCCEAPA at the state level.~~

Reason for proposed change: 1) to change Association name 2) to clarify the eligibility of officers to serve as state committee chairs

At the time of this report the following recommendation is still under discussion by the Board of Directors.

Article II – Purpose and Objectives

Section 1:

Current

The primary purpose of the Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and North Carolina Cooperative Extension.

Proposed

To exert much effort to maintain a unified system classification of County Extension Administrative Professionals.

Reason for proposed change: This was done when employees were classified as COSS employees.

After some research we have discovered that the proposed change to Article II – Purpose and Objectives is in error. The proposed change should have been proposed for Article II – Purpose and Objectives, Section 2, Item number 4.

The By-Laws committee would like to remind the general membership that under:

Article XIV – District Association

The Districts shall follow the same Constitution and By-laws as outlined for the State. They may make standing rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.

Respectfully submitted:

Susan Johnson
Chair, South Central District By-Laws Committee Chair
2nd Vice-President, NCCEAPA

2014 Staff Senate Report to the NCCEAPA Board of Directors

The Senate is an advisory body to the University Chancellor. In fulfilling this role, the Senate:

- initiates the review of policies and/or procedures and make recommendations regarding interest/concerns that affect staff members;
- receives proposed policies or policy changes from the Chancellor for review and recommendations;
- assists in the communication of issues and activities affecting staff members; promotes and facilitates staff participation in the University community;
- encourages a sense of community among all University employees.
- meets the first Wednesday of every month.

As NCSU Staff Senator representing District 19a, my goal was to make Cooperative Extension a prominent factor of staff senate. As my first year came to an end, I realized the agenda of staff senate was primarily focused on campus topics. I made my concerns known to the vice chair who in turn requested I make a presentation. This was an opportunity to make known the connection between campus, the research stations, extension and the public. Extension now has a link on the NCSU Staff Senate website and is also recognized in the Bulletin. As my 2-year term is ending June 2014, the discussion at the meetings is still primarily focused on campus events but if more extension staff would step up to the plate and make their voice heard, extension would become an equal partnership. If you have the opportunity to serve, please take this position seriously and enjoy every minute of the time you spend away from your desk and daily routine. Together; campus, research stations and extension can help improve the university.

Listed below are the extension senators and their districts for 2013/2014. Also, listed are the vacant positions.

19A Extension - West Brenda Wilson West-Yancey bbwilson@ncsu.edu

19A Extension - West Kerri Rayburn (Alt) West-Jackson kraybur@ncsu.edu

19C Extension - North Central Karin Cousineau North Central-Orange khcousin@ncsu.edu

19C Extension - North Central Vacant (Alt)

19D Extension - Northeast BJ Okleshen Northeast-Gates bjoklesh@ncsu.edu

19D Extension - Northeast Sherry Lynn (Alt) Northeast-Currituck sllynn3@ncsu.edu

19E Extension - South Peggy Elliott South Central - Cumberland pdelliot@ncsu.edu

19E Extension - South Vacant (Alt)

19F Extension - Southeast Vacant

19F Extension - Southeast Vacant (Alt)

Submitted by: Brenda Wilson, NCSU Staff Senator, District 19a

2014 Staff Senate Report to the NCCEAPA Board of Directors

The Senate is an advisory body to the University Chancellor. In fulfilling this role, the Senate:

- initiates the review of policies and/or procedures and make recommendations regarding interest/concerns that affect staff members;
- receives proposed policies or policy changes from the Chancellor for review and recommendations;
- assists in the communication of issues and activities affecting staff members; promotes and facilitates staff participation in the University community;
- encourages a sense of community among all University employees.
- meets the first Wednesday of every month.

As NCSU Staff Senator representing District 19a, my goal was to make Cooperative Extension a prominent factor of staff senate. As my first year came to an end, I realized the agenda of staff senate was primarily focused on campus topics. I made my concerns known to the vice chair who in turn requested I make a presentation. This was an opportunity to make known the connection between campus, the research stations, extension and the public. Extension now has a link on the NCSU Staff Senate website and is also recognized in the Bulletin. As my 2-year term is ending June 2014, the discussion at the meetings is still primarily focused on campus events but if more extension staff would step up to the plate and make their voice heard, extension would become an equal partnership. If you have the opportunity to serve, please take this position seriously and enjoy every minute of the time you spend away from your desk and daily routine. Together; campus, research stations and extension can help improve the university.

Listed below are the extension senators and their districts for 2013/2014. Also, listed are the vacant positions.

19A Extension - West Brenda Wilson West-Yancey bbwilson@ncsu.edu

19A Extension - West Kerri Rayburn (Alt) West-Jackson kraybur@ncsu.edu

19C Extension - North Central Karin Cousineau North Central-Orange khcousin@ncsu.edu

19C Extension - North Central Vacant (Alt)

19D Extension - Northeast BJ Okleshen Northeast-Gates bjoklesh@ncsu.edu

19D Extension - Northeast Sherry Lynn (Alt) Northeast-Currituck sllynn3@ncsu.edu

19E Extension - South Peggy Elliott South Central - Cumberland pdelliott@ncsu.edu

19E Extension - South Vacant (Alt)

19F Extension - Southeast Vacant

19F Extension - Southeast Vacant (Alt)

Submitted by: Brenda Wilson, NCSU Staff Senator, District 19a

Sue Mills Lighthouse Award Report

Tasks Completed this year

- Purchased a name plate for the 2013 Award Winner (Becky Lewis). Becky did not receive a name plate with her lighthouse
- Compiled a Sue Mills Lighthouse Award Important and Timeline
- The Account Balance is \$2,073.01 as of 9/9/2014
- 10 Lefton North Carolina Lighthouses were purchased for \$71.90.
- 9 Lighthouse are stored at the Foundation Office
- The Wiki has been updated with current Information

3 nominations were received for the 2014 Sue Mills Lighthouse Award.

The winner will be announced at the Annual Banquet.

Submitted: Jane McDaniel, 2014 NCCEAPA President

Sue Mills Lighthouse Award President's Important Information and Timeline

State Presidents Responsibilities

Term	Serve as selection committee chair Review presidents' responsibilities and make changes if necessary
January	Contact Crystal Green, NCCEF Bookkeeper, and request a balance of the account. Inquire about how many lighthouses are available. Arrange for a lighthouse to be picked up from the Foundation Office before August.
February or March	Report account balance to the NCCEAPA Board of Directors
April	Update award nomination form and request that the webmaster update the website
May – July	Advertise that nominations are being accepted (nomination form and guidelines are posted on the web at https://sites.google.com/a/ncsu.edu/ncceapa/awards/sue-mills-lighthouse-award) <ul style="list-style-type: none">• Send an announcement via email to announce@ncsu.edu• Request that the district administrative associate's advertise to their respected district staff
July	Update the evaluation form
August	Send an invitation to the annual banquet to the NCCEF Representative
August 1	Application due date
August 7	Mail or email the selection committee the application packets, evaluation form and the evaluation deadline date. <ul style="list-style-type: none">• Selection Committee Members are<ul style="list-style-type: none">○ State president (chair)○ District presidents○ NCCEF representative
August 15	Evaluations due to state president
August 18	Contact Crystal Green, NCCEF Bookkeeper, and request a check for \$100.00 to be written to the recipient.

Purchase lighthouse (If not available from the Foundation office), have brass plate engraved to be placed on the lighthouse, purchase a frame and print certificate

September Contact the recipients' County Extension Director to find out if they will be in attendance at the annual banquet

Arrange for someone to photograph the winner at the annual banquet

The NCCEF Representative and the State President presents the award

The award winner should not be announced until the annual banquet

Following the annual banquet

Email the webmaster, the winner's name and year and request an update to website

Additional Information

Brass Plate should read

Name of Recipient
Sue Mills Lighthouse Award
Spirit of Light
Year being presented

Recipient receive a framed certificate, an engraved lighthouse, and a check for \$100.00

Expenses should not exceed
Lighthouse - \$50
Engraved name plate - \$15
Certificate frame - \$10

Thank you cards can be mailed to Sue Mills Family at
Robert Mills
PO Box 148
New Hill, NC 27562



**The Extension & Research Support Staff Association
NCCEAPA Fall Conference
Kitty Hawk, NC
Friday, September 19, 2014**

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 160 members.

Membership to-date for the 6 states represented is as follows:

Alabama	5
Kentucky	16
Louisiana	5
Mississippi	51
North Carolina	59
Ohio	24

The 2015 year will start out to include memberships from South Carolina.

Danielle Donahue Bayham, who is the Manager of Budget and Fiscal Operations at the LSU Ag Center in Baton Rouge, LA., is our President, and she sends the following note.....

"The Louisiana Ladies are looking forward to extending our southern hospitality to the TERSSA membership. We have been working this past year to put together what we hope will be a very rewarding and inspiring conference. We are firmly convinced that coming together is a beginning, staying together is progress and working together is success! The speakers were chosen to bring you a wealth of knowledge in several different areas. The tour of the Bluebonnet Swamp will give you some insight into the Bayou state. From there we will go to the Botanical Gardens at Burden for another tour and dinner on the grounds. You will experience a true Louisiana style meal prepared by Dr.

Patrick Bollich of the Central Research Station. There will be plenty of time to network with other members throughout the conference. A business meeting and banquet are also on the agenda. The Chi Epsilon Sigma members invite you all to attend our abbreviated annual meeting on Friday, October 3rd to wrap up. We are looking forward to October 1st thru the 3rd when we will Laissez Les Bon Temp Rouler! (lay say la bon tom roulette) Let The Good Times Roll See you then!

The webpage shares the following information:

- Chi Epsilon Sigma-Louisiana Chapter & TERSSA Annual Conference
Embassy Suites, Baton Rouge, Louisiana
October 1-3, 2014
Theme: **'Coming Together'**
"Coming together is a beginning, staying together is progress and working together is success"
- Agenda with the following information:
 - Registration starting at 8:30 am on Wednesday, October 1st
 - Followed by Welcome, Ice Breakers, and Professional Development presentations.
 - TERSSA Business Meeting at 1:00
 - Followed by a tour of the Bluebonnet Swamp & dinner on the grounds at Burden Gardens
 - Thursday opens with Welcome from Dr. Michael Strain, Commissioner of Agriculture
 - Followed by Professional Development opportunities through the day
 - Social Hour and Banquet festivities starting at 5:30 pm
 - Friday concludes the conference with the CES Business Meeting of which out-of-state guests are welcome to attend.

Respectfully,

Christine C. Barrier - NC
TERSSA Recording Secretary

**NCCEAPA
Treasurer's Report
September 17, 2014**

At our State meeting last September, it was decided that each District would be responsible for collecting both the NCCEAPA and TERSSA dues. Our forms were updated and I am pleased to report that everything went fine with only a minor increase in processing time.

At the Winter Board meeting it was agreed that I would research the possibility of obtaining online access for our accounts with SECU. The research was completed and the Board voted to allow online access. The process has been completed with only the President and Treasurer having that capability. When the new officers are installed, the presiding President will supply the incoming President and Treasurer with the access information. Once the financial information is turned over to the new Treasurer the password for online access needs to be changed.

In addition, we have uploaded our financial information to Google Drive. While we are still maintaining the information on the USB drive it gives us an additional backup. Access to the Google Drive documents will also need to be passed to the incoming President and Treasurer.

While we have seen contributions from some of our Sponsors decrease, I am pleased to report that we have obtained some new Sponsors; they are The NC Tomato Growers Association, The NC Peanut Growers Association and NC Farm Bureau.

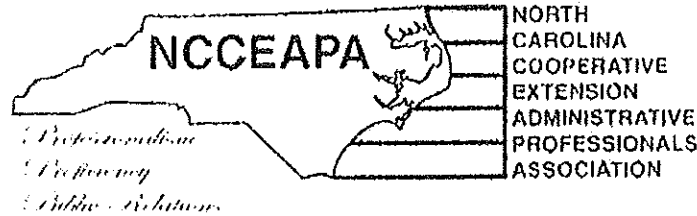
Copies of the 2013-2014 Financial Report and 2014-2015 Budget are attached.

Submitted by:

Ivylyn Olson

NCCEAPA Treasurer

Extension Administrative Assistant – Henderson County



Campus Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC

The Campus Chapter has 13 active members and 18 honorary members.

The 2013/2014 Officers are:

President – Alice Pennix

1st VP - Suzanne Hugus

2nd VP - Andrea' Brooks

Secretary – Evelyn Stahling

Treasurer– Tracy Brown

Advisor – Susan Graham

The Campus Chapter of the North Carolina Cooperative Extension Administrative Professionals Association had a rewarding and fun-filled year. And yes, we also had fun! We decided early in the year we would concentrate our efforts in several community based projects. Each time we met, we brought non-perishable goods to help stock the food banks. That worked well. Our efforts were extremely fruitful. Otherwise families would have gone without. Our biggest effort was during the holidays where our food donations equaled 165 meals.

Our chapter added two new members this year: Alexis Gaines and Crystal Headen. Suzanne Hugus was presented with the Professional Improvement Award. Anita Wright received the North Carolina Agricultural & Technical State University Award for Excellence and Performance on June 12, 2014. This was the first year for this award and Anita shared with the university, on opening day, what it meant to be selected to such a prestigious award and received a standing ovation. Anita has served well in the association, most recently as president.

The 2014 Administrative Professional of the Year was Marion LaJoy Evans.

The 2014/2015 Officers are:

President – Suzanne Hugus

1st VP - Andrea' Brooks

2nd VP - Geri Bushel

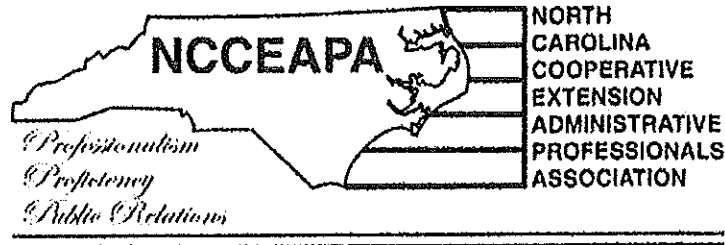
Secretary – Crystal Headen

Treasurer – Tracy Brown

Advisor – Alice Pennix

Respectfully submitted

Alice L. Pennix, Campus Chapter President



**North Central District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The North Central District has 41 active members and 10 honorary members

The 2013/2014 Officers are:

President	Carmen Boswell
1 st VP	Vacant
2 nd VP	Mignon Sheppard
Secretary	Rachel Herring
Treasurer	Sally Southard
Advisor	Pam Jordan-Carrington

Due to living in wearisome times (largely due to economical hard times) the North Central District has set three strategic goals:

- 1) **Have fun:** Having fun helps create a sense of connectedness within our association. Laughing, carrying a conversation about the lighter side of life helps to foster an environment for creativity. In turn, creativity creates good ideas, and good ideas give us a framework for building our association.
- 2) **Develop Friendships:** Making life-long friendship in our association. We are like family. Everyone in the district feels like they can pick up the phone and call each other just to chat. It is our district's goal to feel like they can call someone five counties away and ask how they are doing? This is strategic because the more friendships, the more cohesive our North Central District family becomes! The goal is to be a cohesive unit in which the whole is greater than the sum of its separate parts.
- 3) **Develop Professionally:** Let's grow in our expertise and communications. We often get asked, "How does your office do such and such?" Our district has patterned a type of dialogue with each other. We share information within our district, across those imaginary county lines, sharing our knowledge, skills, talents and resources. People feel safe to ask how to do something. Sometimes people have the same question – the key is having the one person that will ask it. Learning new skills gives us the edge we need in both the business world and personal lives.

These three strategic goals tie into one another. It is natural to want to make a connection with someone before really learning something. So this is how developing friendships is extended to growing professionally connection begins.

Items of having fun & making friendship that we have participated in:

Halloween: Everyone shared pictures of their Halloween costumes they had on.

Thanksgiving: The NCD members' response to this was huge! Everyone wrote about Thanksgiving memories.

Throw Back Thursday: This was a huge hit! Everyone shared pictures from being a baby to an adult.

Lazy, Hazy, Crazy Days of Summer: People shared past and present pictures of summer fun. It was great to see all the summer fun happening out in the world.

Items of developing professionally that we have participated in:

Best Practices for the office: This was a big success! Everyone had excellent office ideas. Everyone shared pointers on how they make the office run smoothly and effectively.

NCCEAPA-NCD Rotation For Hosting: Due to the fact that a lot of counties only have one COSS employee, our district divided up into a four county rotation. This allows four counties to plan and host a district meeting. The main goal was to help relieve the responsibility of one person/one county from having to plan and prepare for a district meeting.

2013 Fall Meeting: This was held in Randolph County at the Wildlife Learning Center near the NC Zoo. There were speakers on nutrition/wellness and customer service. It was a beautiful day and everyone enjoyed the visit.

2014 Spring Meeting: This was held in Guilford County at the Haw River State Park. There was a speaker that spoke on personality types and how we all can relate and work together. Everyone had a wonderful time.

Community Service Projects: Randolph County's Victory Junction supplies
Guilford County Animal Shelter supplies

Awards & Recognition: Shawn Senter was given a Leadership & Award of Excellence from our district when he resigned from Cooperative Extension. He was such an inspiration for our district and he will be deeply missed.

Sandy Ruble was appointed Committee Chair for the State Professional Improvement Committee. Sandy Ruble resigned from Cooperative Extension shortly after receiving this appointment.

The 2014 Administrative Professional of the Year is:
North Central District doesn't have this award.

The 2014/2015 Officers are:

President

1st VP

2nd VP

Secretary

Treasurer

Advisor

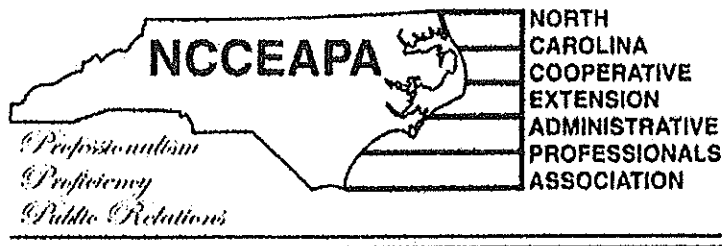
The 2014/2015 Officers will not be elected until October 24, 2014 at our Fall Meeting.

Respectfully submitted,

Carmen Boswell

Carmen Boswell

North Central District President



**Southeast District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The Southeast District has 37 active members and 14 honorary members.

The 2013/2014 Officers are

President LaToya Lucy-Bladen
1st VP-Lisa Wimpfheimer-Craven
2nd VP-Jessica Whitley-Lenoir
Secretary-Connie Bailey-Wilson
Treasurer-Dawn Coleman-Brunswick
Advisor-Gina Britton-Brunswick

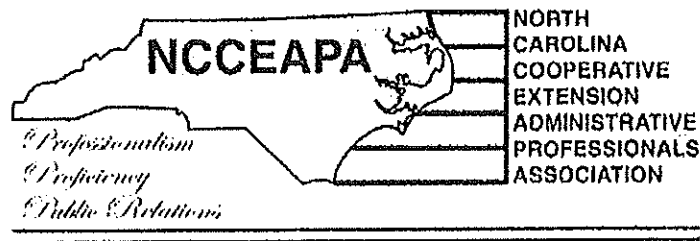
SE Admin Seminar- The SE district had an overnight Administrative Professional Training seminar held at the Duplin County Center Oct. 31-Nov 1, 2013 where we had a very informative time and actually enjoyed ourselves in the process. We covered the topics of Wolf Reporting, Civil Rights book, HR Updates, Accounting Updates, the new Travel system and Technology. Because the training was such a success with the admins, Stella, our DAA has agreed to hold regular update sessions during the CED/AA meetings.

The SE district will be hosting the 2015 state meeting. We have already picked the venue, which will be in New Bern. We are currently in the process of pulling it all together. We had our Fall district meeting on August 15, 2014 where our topic of conversation was planning for the 2015 state meeting.

The 2014/2015 Officers are
President LaToya Lucy-Bladen
1st VP-Lisa Wimpfheimer-Craven
2nd VP-Jessica Whitley-Lenoir
Secretary-Connie Bailey-Wilson
Treasurer-Dawn Coleman-Brunswick
Advisor-Gina Britton-Brunswick

Respectfully submitted,

LaToya Lucy
Southeast District President



**Northeast District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The Northeast District has 32 active members and 14 honorary members.

The 2013/2014 Officers are:

President	Edna Williams
1 st VP	Rebecca Castello
2 nd VP	BJ Okleshen
Secretary	Amy Twiddy
Treasurer	Sherry Lynn
Advisor	Teresa Story

The NCCEAPA-NE District met at the Halifax Extension Office in Halifax, NC on Friday, March 28, 2014. Halifax County secretaries Cheryl Tripp and Chrissy Poole hosted the meeting. Registration began at 9:30 a.m.

President Edna Williams called the meeting to order. Welcome was given by Arthur Whitehead, CED in Halifax County.

Becky Castello provided our thought for the day. She showed a video on Eating Frogs which is telling us to do our biggest job first each day.

Recognition of guests/new secretaries. Wake County Vickie Feagans and Washington County Christie Bell.

Our community service project was to bring canned goods to be donated to the local food bank in Halifax County.

Staff Senate

BJ and Sherry's terms are ending. Nominations are in but not official yet.

Discussion was then switched to the 2014 State Meeting Planning: After the planning meeting, we viewed silent auction items that each county bought and purchased what we had bid on. The meeting was adjourned.

The NCCEAPA-NE District met at the Hertford Extension Office in Winton, NC on Thursday, May 15, 2014 for a State Planning meeting. Hertford County Administrative Assistant, Becky Castello hosted the meeting. Registration began at 9:30 a.m.

President Edna Williams called the meeting to order. Welcome was given by Stephanie Parker-Helmkamp, CED in Hertford County.

The committee chairpersons gave their final reports regarding the State Meeting. Decisions regarding the meeting were finalized and the meeting was adjourned.

The 2013 Administrative Professional of the Year is BJ Okleshen.

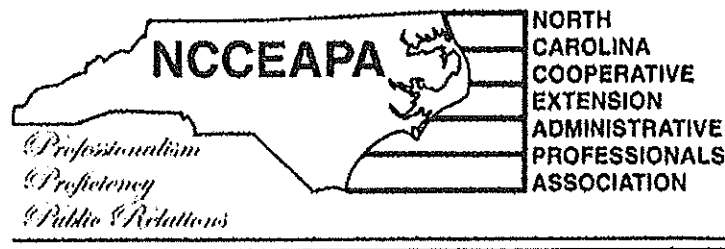
Hyde County will host the fall meeting on November 7th in Engelhard, NC. Administrative Professional Connie Burleson will be in charge.

The 2014/2015 Officer are:

President	Edna Williams
1 st VP	Rebecca Castello
2 nd VP	BJ Okleshen
Secretary	Amy Twiddy
Treasurer	Sherry Lynn
Advisor	Teresa Story

Respectfully submitted,

Edna Williams
Northeast District President



**South Central District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The South Central District has 35 active members, 13 honorary members and 18 TERSSA members.

The 2013/2014 Officers are

President	Chris Austin – Union County
1 st VP	Pam Layfield – Anson County
2 nd VP	Cynthia Gustashaw – Gaston County
Secretary	Julie Campbell - Alexander County
Treasurer	Lisa Forrest – Stanly County
Advisor	Christine Barrier – Cabarrus County

SC District Spring meeting was held in Catawba County on April 11, 2014. During this meeting we reviewed the evaluations of the State Meeting and found that the majority of attendees were very pleased with all aspects of both. Our Professional Improvement segment of the meeting was a presentation by Dr. Michelle Eley, Community & Economic Development Specialist with NC A&T on volunteerism. Community Service rotation schedule was reworked to take into consideration the change in the counties in the SC District.

Our Fall meeting was hosted by Cumberland County on August 22, 2014. Professional Improvement portion of this meeting was a presentation by Fred Starling and Sara Caldwell, Cumberland County Human Services with a presentation on “Be the Change You Wish to See”.

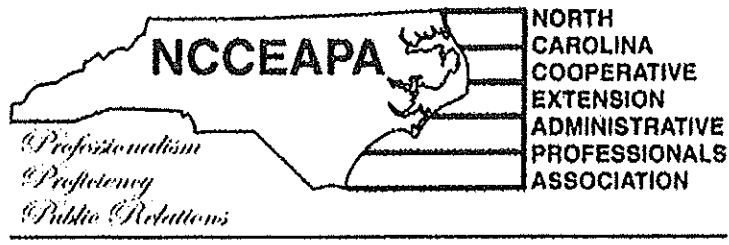
The 2014 Administrative Professional of the Year is Christine Barrier of Cabarrus County.

The 2014/2015 Officer are

President	Pam Layfield – Anson County
1 st VP	Cynthia Gustashaw – Gaston County
2 nd VP	Becky Lewis – Cabarrus County
Secretary	Carol Capel – Richmond County
Treasurer	Cathy James – Hoke County
Advisor	Chris Austin – Union County

Respectfully submitted,

Chris Austin
South Central District President



**West District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The West District has 33 active members and 18 honorary members.

The 2013/2014 Officers are

President: Cathy Brackins

1st VP: Cheryl Mitchell

2nd VP: Leslie Brown

Secretary: Janice Dotson

Treasurer: Ivy Olson

Advisor: Tammy Hagie

The West District held their spring meeting in Henderson County on May 2, 2014 at Saint Paul Vineyard. Dr. Deborah Crandall (Interim West District Director) attended. The winner of the 2014 Herter O'Neal Scholarship was announced. This year's award goes to Antonio Powell from the Northeast District. Members discussed the "Award of Excellence". Members were encouraged to nominate someone. We discussed the "Secretary of the Year" award to become "Administrative Professional of the Year" award. Karen and Erin extended an invitation for our fall meeting in Haywood County. Alan Ward, Owner of Saint Paul Vineyards, gave our professional development program. He spoke about the history of wine, growing grapes in WNC, basics of wine making and how to taste wine. After the meeting adjourned, the members enjoyed a delicious catered meal. For our service project we collected items for the homeless children in Henderson County.

On August 15, 2014 Cathy Brackins, Janice Dotson, Ivy Olson, Cheryl Mitchell, and Tami Hagie helped to serve hand dipped ice cream and cupcakes at the annual Horn of Plenty. The Horn of Plenty was hosted by the West district and was held at the North Carolina Arboretum.

Our fall meeting was held in Haywood County. At this meeting we voted to give our 4-H scholarship to Rutherford County. Swain County was up in the rotation, but did not meet the criteria. It was also decided to skip a fundraiser at the 2014 NCCEAPA state meeting. Our new officers for the 2014/2015-year were elected. Our DED Dr. Deborah Crandall attended and held a question and answer session about the restructuring of Extension. This served as our Professional Development. Members

brought items to be given to Brenda Wilson, who is going through treatments for Breast Cancer. After we collected our items we put them into two "Love Baskets". Our members also brought items to be given to the backpack program. Lunch was at Sagebrush.

Our 2014 Administrative Professional of the Year is Maryann Mickewicz. She was presented with a plaque and \$100.00.

The 2014/2015 Officers are:

President: Cheryl Mitchell

1st VP: Leslie Brown

2nd VP: Carol Horne

Secretary: Suzanne Winnebarger

Treasurer: Barbara Walker

Advisor: Cathy Brackins

Respectfully submitted,

Cathy Brackins

West District President