

2018-2019 Officers

Suzanne Hugus - President
 Shelia Ange - First Vice President
 Vacant - Second Vice President
 Emily Walter - Secretary

Cathy James - Treasurer
 Regina Gardner - Parliamentarian
 LaToya Lucy - Advisor
 Susan Johnson - NC JCEP Officer

NCCEAPA Executive Board Meeting - September 25, 2019

Crowne Plaza Hotel, 1385 Lenoir-Rhyne Blvd. SE, Hickory, NC 28602

The meeting was called to order by NCCEAPA President Suzanne Hugus at 4:03 p.m.

The roll was taken by the Secretary, with seven present.

Parliamentarian Regina Gardner verified a voting quorum.

The President continued with a request for any changes to the agenda. LaToya Lucy made a motion to approve the agenda with the corrections listed below, it was seconded by Emily Walter and approved by members present.

Agenda changes:

- Remove the space to spell - NCJEP
- Correct 'Garner' to Gardner
- Shelia Ange, replaces Susan Johnson, as the presenter for the Nominating Committee slate of officers for 2019-20.

Roll call (*voting member)	Present
*Suzanne Hugus, President	1
*Shelia Ange, 1 st VP	1
*Vacant, 2 nd VP	
*Emily Walter, Secretary	1
*Cathy James, Treasurer	1
Regina Gardner, Parliamentarian	1
LaToya Lucy, Advisor	1
Susan Johnson, NC JEP Officer	1

Sharing the thought for today was Shelia Ange...*attached*.

No questions were offered regarding the minutes of the Executive Board held March 28, 2019. Directors had received the minutes by email, were posted on the NCCEAPA website and a paper copy was available for review. The minutes were approved after a motion by Cathy James and a second from Shelia Ange.

Treasurer Cathy James passed out a copy of the financial report and went over the document with the group.

◆ 2019 Sue Mills Lighthouse Award -- Suzanne Hugus announced that six nominations had been received for this year's award. The winner would be announced at the awards luncheon the following day.

◆ 2019 Distinguished Service Award and 2019 Executive Board Award -- Shelia Ange reported the receipt of 15 nominations for the 2019 DSA awards. The DSA and the Executive Board recipients will be announced at the awards luncheon on September 26. Report is attached.

◆ 2019 Herter-O'Neal Scholarship information was reported by Suzanne Hugus. She also summarized an annual timeline document that will be placed on the NCCEAPA website and is attached to the minutes. The timeline prompts, with dates, and lists association members

involved in the process of publicizing and receiving scholarship applications. The document was prepared by Suzanne Hugus and Sally Southard.

- ◆ Susan Johnson submitted the minutes for the May 21, 2019 meeting of NCJCEP that was conducted via Zoom. She summarized the topics discussed during the meeting.

- ◆ Cathy James reported a paid membership total of 143 and 72 honorary. She had received 76 membership dues to forward to TERSSA. A discussion regarding criteria for approving honorary memberships, along with keeping that role current, in respect to removing the names of those deceased, was tabled in order to hear from the Membership Committee at the Board of Directors meeting the following day.

- ◆ Ad-Hoc Committee -- LaToya Lucy reported the final resource document to assist districts with planning a state conference can be found on the NCCEAPA website. LaToya explained the document is brief and deals with basic functions and timetables intending to allow creativity and detail decisions to the hosting district.

- ◆ Cathy James distributed copies of the proposed budget and noted that it is balanced with expected revenue from memberships, sponsors contributions and a small transfer from an NCCEAPA money market account. A motion to accept the budget, as presented, was made by Shelia Ange, seconded by Emily Walter and approved by all.

- ◆ Suzanne Hugus showed a copy of the new membership brochure created by Deb Fuller and then noted some upcoming deadlines and dates listed on the agenda before the meeting adjourned on a motion from LaToya Lucy with a second by Shelia Ange.



NCCEAPA Executive Board Meeting

September 25, 2019 @ 3:00 PM

Crown Plaza Hickory

1385 Lenoir-Rhyne Blvd., SE, Hickory, NC 28602

2018-2019 Officers

Suzanne Hugus – President*

Shelia Ange – 1st Vice President*

VACANT – 2nd Vice President*

Emily Walter – Secretary*

Cathy James – Treasurer*

Regina Garner – Parliamentarian

LaToya Lucy – Advisor

Susan Johnson – NC JCEP Officer

Voting Member = *

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps
Call to Order Suzanne Hugus, President	Call to Order Time:	
Roll Call Emily Walter, Secretary	Campus Northeast North Central Southeast South Central West	
Parliamentary Review Gardner Regina Garner, Parliamentarian	Verify quorum-3 voting members needed	
Approval of Agenda Suzanne Hugus, President		Motion to accept: Seconded: Decision:
Thought for the Day Shelia Ange, 1 st Vice President		
Approval of Minutes Emily Walter, Secretary	Executive Board Minutes March 28, 2019	Motion to accept: Seconded: Decision:
Financial Report Cathy James, Treasurer	Update on Account Balance	
District Reports – Not Given at Executive Board Meeting		
Standing Committee Reports – Not Given at Executive Board Meeting		
Other Committee Reports		
2019 Sue Mills Lighthouse Award Suzanne Hugus, President		
2019 Distinguished Service Award Shelia Ange, 1 st Vice President		
2019 Executive Board Award Shelia Ange, 1 st Vice President		
2019 Herter-O'Neal Scholarship Sally Southard, 2 nd Vice President (Suzanne Hugus)		
NCJCEP Report NCJCEP Susan Johnson, Representative		

Old Business		
Membership Report <i>Cathy James, Treasurer</i>		
Other Old Business		
Other Old Business		
New Business		
Proposed Slate of Officers for 2019-20	<i>Shelia Ange</i> Nominating Committee – Susan Johnson	
Proposed New Budget	Proposed Budget for 2019-2020 – Cathy James	Motion to accept: Seconded: Decision:
Other New Business		
Upcoming Deadlines & Dates		
Dues to District Treasurer	September 1 st	
District Dues to State Treasurer	October 1st	
Epsilon Sigma Phi - XI Chapter Annual State Meeting	October 28 th – Luncheon At NCCE Annual Conference	
TERSSA Conference	November 18 th -20 th – Mississippi State University, Starkville, MS	
NCJCEP Annual Forum <i>NCJCEP</i>	TBD	
Announcements		
Adjourn		Motion to accept: Seconded: Decision:

Meeting Notes: _____

thought for the day - Sept. 25, 2019

**It's okay to be a glowstick;
sometimes we need to break
before we shine!**

**NC Cooperative Extension Administrative Professionals Association
Executive Board Meeting - Financial Report - September 25, 2019**

Checking Account Balance as of September 28, 2018		\$ 6,427.43
Revenue:		
Dues:	1,830.00	
Interest earned from 9/28/18 – 9/25/19	10.05	
Corn Growers Association	250.00	
NC Association of County Agricultural Agents	1,000.00	
NC Extension Association of FCS	200.00	
Extension Administration	2,500.00	
Total Revenue to Date		12,217.48
Expenditures:		
9/26/18	Crystal Headen – DSA Campus	50.00
9/26/18	Sheila Powell – DSA NE	50.00
9/26/18	Susan Johnson – DSA SC	50.00
9/26/18	Roben Jarrett – DSA SE & State	250.00
9/26/18	Crown Trophy of Cary – DSA Awards	291.51
9/26/18	Regina Gardner – Executive Board Award	200.00
9/27/18	NCCEAPA Host District – North Central	1,000.00
10/1/18	Shelia Ange – Professional Improvement	125.00
10/1/18	Sally Southard – Professional Improvement	125.00
10/1/18	Roben Jarrett – Professional Improvement	125.00
10/1/18	Jessica Edney – Professional Improvement	125.00
10/1/18	Shelia Ange – Sue Mills Award	100.00
10/1/18	Sherry Lynn – State Meeting Travel	143.38
10/1/18	Shelia Ange – State Meeting Travel	247.43
10/3/18	Suzanne Hugus – State Meeting Travel	223.24
10/5/18	TERSSA – Alyssa McNeill	10.00
10/17/18	Bladen Co. Cooperative Extension - Latoya Lucy – State Meeting Travel	270.72
12/10/18	Sherry Lynn – Federation Lodging	53.00
12/12/18	Martin County – 2 Domain Names	28.34
1/16/19	Shelia Ange – Federation Lodging	54.50
2/19/19	TERSSA – Dues	760.00
3/26/19	SECU – Spring Meeting – Mecklenburg County	54.00
3/29/19	Sheila Ange – Spring Exec Bd/BOD Travel	219.44
3/29/19	NCCEAPA – SC District Host Fee	1,000.00
3/29/19	Holiday Inn – Spring BOD Meeting	200.00
4/11/19	LaToya Lucy – Spring Exec. Board/BOD Meeting Travel	134.84
4/11/19	Cathy James – 5 DSA Awards	160.07
4/23/19	Martin County – Out-going President's gift	109.95
5/14/19	Check Order	8.00
8/20/19	NCSU – Herter O'Neal Scholarship	750.00
9/13/19	County of Martin – State DSA Award	32.90
9/13/10	East Coast Trophies – Executive Board Award	51.36
9/16/19	Cathy James – 1 DSA Award	25.67
Checking fees		11.00
Total Expenditures to Date		7039.35
Checking Account Balance as of September 25, 2019		\$ 5,178.13

Money Market Account

Beginning Balance	14,762.10
Interest Earned – 9/28/18 – 9/25/19	224.50
Money Market Account Balance as of September 25, 2019	14,986.60

Shares Account

Beginning Balance	62.73
Interest Earned – 9/28/18 – 9/25/19	.39
Shares Account Balance as of September 25, 2019	63.12

Prepared by: Cathy James

NCCEAPA Executive Board Meeting
September 25, 2019

Distinguished Service Awards Report
Shelia Ange, 1st VP

For the Distinguished Service Awards this year, I am very proud to report that we had a total of 15 nominations from all areas of the state!


The district recipients will each receive \$100 and a commemorative item. The state recipient will receive \$200 and a commemorative item.

Thanks to the Professional Improvement Committee, six district recipients and 1 state recipient will be announced at the awards luncheon tomorrow.

NCCEAPA Executive Board Meeting
September 25, 2019

Executive Board Award Report
Shelia Ange, 1st VP

We had several nominations for the Executive Board Award this year. I would like to thank my fellow officers for all the input in selecting the recipient who will receive \$200 and a plaque. The 2018-2019 Executive Board Award recipient will be announced at the awards luncheon tomorrow.



2019 Herter O'Neal Scholarship Report

This year's Herter O-Neal Scholarship recipient is from Alexander County in the South Central District. His name is Cedric Clyburn and he is from Taylorsville. He is attending NC State University and will pursue a degree in Computer Engineering and Business Administration. A \$750 check has been sent to the University on his behalf.

A timeline to help with the guidelines and carrying out of the annual process has been created and will be discussed at the meetings this week. It will thereafter be posted on the website to assist those involved in the process. We will also provide an explanation of the process and history of the scholarship for new members.

Respectfully Submitted,

Suzanne Hugus

NCCEAPA Herter O'Neal Scholarship Timeline

Jan 10th - State 2nd Vice President updates application form and sends application and information to District Professional Development Committee Chairs.

Jan 15th - District Professional Development Committee Chair establishes a deadline (possibly March 20th) and adds it to the application form and sends application materials to Administrative Assistants in individual counties to be distributed to local high schools and community colleges.

Jan 20th - Administrative Assistants contact Financial Aid Officers at local colleges and Counselors at high schools and provides application materials (brochure/flyer/application form).

March 25th - Administrative Assistants send all applications received to the District Professional Development Committee Chair.

March 30th - District Professional Development Committee Chair recruits non-biased judges and meets with them to determine the district nominee to be submitted to the State 2nd Vice President.

April 1st (firm deadline) - Each **District Professional Development Committee Chair** submits one application to the State 2nd Vice President.

April 15th - 2nd VP recruits non-biased judges and meets with them to determine the State Recipient.

May 1st - State 2nd VP notifies the State Recipient by letter.

May 5th - State 2nd VP notifies the State finalists not chosen by letter.

May 5th - State 2nd VP notifies all District Professional Develop Chairs of the State recipient.

May 5th - State 2nd VP notifies State Treasurer of the State recipient.

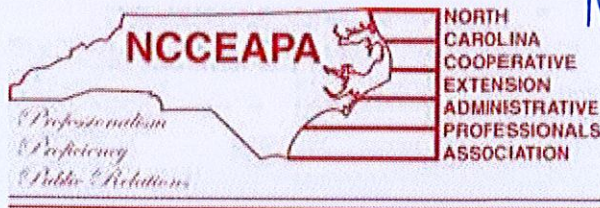
May 15th - County Administrative Assistant in recipient's county provides a news release to local newspapers.

September State Meeting - **State 2nd VP** prepares a report and presents at the NCCEAPA State meeting.

Link to scholarship documents: <https://ncceapa.ces.ncsu.edu/awards-and-scholarships/>

Recommended due dates except highlighted in **RED**.

If a County Administrative Assistant is not a member of the Association, then another county support staff may fulfill this role.



NCJCEP page 1 of 2

NCCEAPA State Meeting

North Carolina Joint Council Extension Professionals Report September 27, 2019

A NC JCEP Zoom meeting was held on May 21 with the Board of Directors and Extension Administration participating. This meeting was scheduled at the suggestion of the 2018 Forum attendees to provide an additional opportunity for dialogue between Administration and Cooperative Extension.

There was one item of old business which was the official name change from Federation to North Carolina Joint Council of Extension Professionals.

Many of the items for New Business items were directly related to CEDs and agents. This report will highlight the issues in relationship to Support Staff concerns. Copies of the complete minutes are available.

New Business Items:

- Who leads County Operations – Dr. Bonanno.
- The status of the Director of County Operations position is still undecided.
- NCJCEP'S role in planning the State Cooperative Extension Conference – It was suggested that Association presidents serve on the planning committee.
 - Suzanne Hugus asked about the involvement of County Admins at the State Conference.
 - Dr. Bonanno states 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 are a concern.
 - Districts Conferences are still under consideration.
- County Operations Staff Concerns:
- 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.
 - *Salary adjustments have been made. Market analysis was completed in 2014.*
- Suzanne Hugus noted that CEDs have been provided merit increases, though Admins have not.
Dr Bonanno: these decisions are made at the state legislature NOT Extension Administration
SHRA did receive increases the past 2 years.
- 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.
- 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.
 - *Designed to make life easier, not harder.*
 - *Financial systems make things complicated.*
 - *Challenge is how the money is handled in the county, who controls it, compliance, etc. Everyone wanting something different.*

- *All of these tools are designed to make the system work better, move away from cash, checks, etc.*
- *P-card, one per county, is not ideal. If one per person, reconciliation is huge (entering receipts, etc.)*
- *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.*
- *Jayne McBurney mentioned that Eventbrite allows building of Extension Community data/evaluation data*

Items of concern:

- Communication with Extension Administration
 - Handbook
 - Policies communication
 - Avenue for providing progress on forum discussion points
- State Extension Conference:
- More integrated programming. NCJCEP should be part of Extension Conference planning.
- What happens in off years and admins and support staff are not invited to conference?
- Support state association meetings at State Extension Conference for recruitment and information dissemination to members.
 - *This could happen, but space limitations will dictate needs.*
 - *If associations would like meeting space, let Dr. Yoder know*

Dr. Bonnano likes meeting with teams and discussing issues. Please invite him to visit! He enjoys being out in the county.

Please see me if you would like a complete copy of the minutes from the Zoom meeting on May 21, 2019.

Respectfully Submitted,

Susan Johnson

Secretary, NCJCEP

Nominating Committee Report
Board of Directors Meeting/Association Business Meeting
September 25-27, 2019
Hickory, NC

Applications were accepted for persons interested in serving as an officer for the North Carolina Cooperative Administrative Professionals Association during 2019-2020. Emails were sent to each District President with guidelines and application information.

Shelia Ange, 1st Vice-President, Sally Southard, 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 South Central District was tasked with providing a candidate for this position

Secretary

Treasurer

NCJCEP

The 2018-2019 Nomination committee would like to offer for consideration the following slate of officers to serve during 2019-2020:

President – Shelia Ange, Martin County, Northeast District

1st Vice President – Jill Cofer, Randolph County, North Central District

2nd Vice-President, Beth Cloninger, Iredell County, South Central District

Secretary – Jeanine Gaul, Campus

Treasurer – Brandy Hansen, Buncombe County, West District

NCJCEP – Anita Wright, Campus

Advisor – Suzanne Hugus, Campus

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

Respectfully submitted,

Christy Boyce
Chair, Nominating Committee

Christy Boyce, Chair, Pasquotank County – Northeast
Alice Pennix - Campus
Magen Caldwell-Woody, Madison County – West
Crystal Mercer, Guilford County – North Central
Roben Jarrett, New Hanover County – Southeast
Susan Johnson, Cumberland County – South Central

Read more at: <https://ncceapa.ces.ncsu.edu/state-committee-members/>

NCCEAPA

PROPOSED BUDGET – FISCAL YEAR 2019-2020 EXECUTIVE BOARD MEETING - SEPTEMBER 25, 2019

REVENUE	CREDIT	BALANCE
Membership Dues: 150 active members	3000.00	
Dividends:	9.00	
Contributions:		
NC Extension Assoc. of Family & Consumer Sciences	200.00	
Corn Growers Association of NC	250.00	
NC Association of County Agricultural Agents	1000.00	
Extension Administration	2500.00	
Winter BOD Meeting	125.00	
Transfer from Money Market Account to balance	248.00	
TOTAL REVENUE		\$7332.00
EXPENDITURES	DEBIT	BALANCE
Contributions: <i>Host District for State Meeting</i>	1000.00	
Bank Service Charges:	12.00	
Awards:		
Executive Board Award (<i>Commemorative Award & \$200 Monetary Award</i>)	250.00	
Distinguished Service Award (<i>6 District Winners – Cert. or Commemorative Award & \$100 Monetary Award</i>)	900.00	
Distinguished Service Award – State Winner (<i>Plaque & \$200 Monetary Award</i>)	250.00	
Professional Improvement Scholarship	500.00	
Herter O'Neal Scholarship	750.00	
Outgoing President's Recognition	125.00	
Travel: President & Executive Board Travel	3100.00	
Other:		
Benevolence	125.00	
Websites – <i>annual fee</i>	45.00	
Winter BOD Meeting – <i>Host District</i>	125.00	
President Expenses – <i>Executive Board & BOD Meetings</i>	150.00	
TOTAL EXPENDITURES		\$7332.00

2019-2020 FINANCE COMMITTEE:

Cathy James, Chair – South Central
Valarie Diggs – Campus
Sherry Lynn – Northeast
Sally Southard – North Central
Jessie Jones – Southeast
Christine Barrier – South Central
Christina Robinson - West

Membership

The membership of the NCCEAPA is composed of office support staff working in county offices and those on NC State campus, NCSU research station field locations, and NCA&T campus that support Cooperative Extension programs.

Membership offers opportunities on both district and state levels. We provide:

- Quality Training Practices & Professional Development Opportunities
- Annual Conferences -State & National
- Association Business Actions
- Fellowship, Camaraderie and Professional Networking
- Scholarship Opportunities



What We Do

Districts generally meet twice annually to enhance professional development and:

- ◆ Provide Award recognition
- ◆ Offer Leadership opportunities
- ◆ Expand Community Service Efforts

National Association



The Extension and Research Support Staff Association (TERSSA) was formed in 2008. Learn more at

<https://terssa2017.wixsite.com/terssa>

NC State University and N.C. A&T State University commit themselves to positive action to secure equal opportunity and prohibit discrimination and harassment regardless of age, color, disability, family and marital status, genetic information, national origin, political beliefs, race, religion, sex (including pregnancy), gender identity, sexual orientation and veteran status. NC State, N.C. A&T, U.S. Department of Agriculture, and local governments cooperating.



<https://ncceapa.ces.ncsu.edu>



Join the professional organization that's made for you!





About NCCEAPA

The North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA) is made up of individuals from Cooperative Extension support personnel, and other employees of both NC State University and NC A&T State University.

We work together to perform community service and promote the efforts of the North Carolina Cooperative Extension (NCCE).

**LEARN
MORE**

Contact your local district membership chair:

Name:

Email:

Phone:

Purpose & Objectives

NCCEAPA was organized in 1973 to establish and maintain a structure through which members may be united in professional development and improvement efforts for the benefit of themselves and the North Carolina Cooperative Extension.

The objectives of this Association are:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make North Carolina Cooperative Extension the best Extension Organization in the nation.
- To be recognized in our profession as professionals. To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Administrative Professionals classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by North Carolina Cooperative Extension.
- To improve working relationships and communications between administrative professionals and their co-workers in regard to planning time and work.

