

NC STATE

Emily Walter <ekwalter@ncsu.edu>

Fw: State Reflections Committee Chairs

1 message

Donna Holland <hdonna@ncat.edu>

Fri, Sep 27, 2019 at 10:54 AM

To: "emily_walter@ncsu.edu" <emily_walter@ncsu.edu>, Suzanne Hugus <smtal@ncsu.edu>, Shelia Ange <shelia_ange@ncsu.edu>, "latoya_lucy@ncsu.edu" <latoya_lucy@ncsu.edu>

Good morning all,
Below is the Reflections Committee Report.
Thanks, Donna Holland

From: Maryann Mickewicz <maryann_mickewicz@ncsu.edu>**Sent:** Friday, September 27, 2019 9:27:46 AM**To:** Donna Holland <hdonna@ncat.edu>**Subject:** Re: State Reflections Committee Chairs

Very nicely done.

On Thu, Sep 26, 2019 at 4:15 PM Donna Holland <hdonna@ncat.edu> wrote:

Hey team,

I have changed the Reflections Committee video: https://youtu.be/-MAtdBxu_Ws



2018 2019 NCCEAPA Reflections3

Description

[youtu.be](https://youtu.be/-MAtdBxu_Ws)

Thank you for another great year and enjoy!! Donna

**NCCEAPA Annual Business Meeting
September 27, 2019**

**Distinguished Service Awards Report
Shelia Ange, 1st VP**

The Distinguished Service Award ^{were} was established to honor and recognize members for exemplary service to Extension as well as to the NCCEAPA. Nominees should:

- Exemplify leadership that would distinguish an individual from others;
- Provide inspiration to the NCCEAPA and members of the NCCE community by virtue of their leadership, service, and high ethical standards;
- Support and advocate for NCCE and NC State and NC A&T State Universities; and
- Have made outstanding contributions to the NCCE and NCCEAPA according to the criteria on our website.

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

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

The competition this year was fierce, but thanks to the Professional Improvement Committee, six district recipients and 1 state recipient were awarded at our luncheon yesterday.

Will the following please stand

District recipients this year are:

- Evelyn Stahling – Campus Chapter
- Kathy Hepler – North Central
- Christie Bell – Northeast
- Julie Campbell – South Central
- Nan Rackley – Southeast
- Ivylyn Olson – West

State recipient this year is:

- Ivylyn Olson

NCCEAPA Annual Business Meeting
September 27, 2019

Executive Board Award Report
Shelia Ange, 1st VP

The Executive Board Award is presented annually by the NCCEAPA Executive Board to an outstanding NCCEAPA member based on participation, contributions, and cooperation.

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 received \$200 and a plaque. This year's Executive Board Award recipient was announced at the awards luncheon yesterday.

The 2018-2019 Executive Board Award recipient is: Susan Johnson!



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 Development 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.

As State Membership Chair, I'd like to thank my commlttee members this year,

Annette Roberson

Donna Holland

Melva Menius

Sheila Powell

Tami Hagie

We have four candidates that we would like to recommend for Honorary Membership.

Kay Evans, Orange County

Sheilia Griffis, Brunswick County

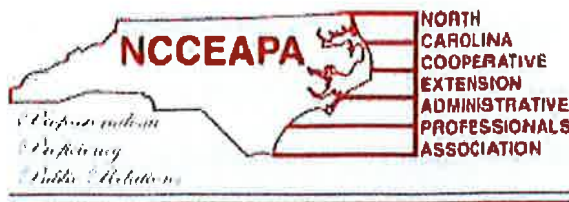
Risha Griffin, Perquimans

Sandra Kanupp, Campus

Michelle Kasey,

NCCEAPA State Membership Chair

Fall 2019



9-27-19
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NCJCEP

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 understaffed 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

Staff Senate Report for NCCEAPA Annual State Conference

September 27, 2019

STAFF SENATE PROMOTION

1. Who & What is Staff Senate
2. Staff Senate's vision to raise awareness of Cooperative Extension among Campus staff

Senate members are elected staff from the many departments of NC State University

We are an advisory body to Chancellor Woodson

- Review policies and/or procedures that affect Staff and make recommendations
- Receive proposed policies or policy changes from the Chancellor for review and to make recommendations
- Assist in communication of activities that affect Staff
- Promote and facilitate Staff participation in the University community – thus our vision
- Encourage a sense of community among all University Staff
- Basically, we are YOUR VOICE
- Also, Senators from District 11 (CALS) are YOUR VOICE to Dean Linton

District 11 Senators were asked to stand and were acknowledged

As Staff Senators, these ladies and I have made a 2-year commitment to serve; 1 day per month we are in Raleigh to represent the folks in our areas

Question to the group: Do you ever find yourself thinking of things that should be changed or something that would make our jobs better or that would enable us to perform our jobs better; do you find yourself thinking of solutions.... If you do, consider making the commitment to become a Staff Senator in the future.

As Senators of the CALS division of NCSU, we are trying to raise awareness among Campus staff of the many wonderful things we offer in our County Centers.

Past Staff Senate newsletters, Staff Senate Connections, has been very heavily focused on Campus activities. We have just added a brand-new section called "NC Cooperative Extension Happenings."

If you have a major event, workshop, symposium... consider submitting that event for publication in the Staff Senate newsletter.

Whether close by campus or on the other side of the state, people can't be a part of something they are not aware of. But just as important and maybe more important than attending is Campus staff seeing what we offer will help them be aware of what we do.

We have made this easy with 2 brand-new links on our NCCEAPA website; on the Home Page under External Links; one to Staff Senate website and another for Event submission. It is a Google form for you to enter what, when where, who, why and how and to add a photo to go with the submission.

Consider using the avenue when promoting the happenings at your County Center. Thanks for helping raise awareness of Cooperative Extension as we let all staff know a little more of what we offer and what we do.



NCCEAPA
Board of Director
&
State Business Meeting
Crowne Plaza
Hickory, NC
September 26-27, 2019

2018-2019 Officers

Adrian Wilbanks, MS – President

Michelle Kasey, NC – President-Elect

Christina Byrd, OH – Membership Secretary

Karen Bixler, AL – Recording Secretary

Cathy James, NC – Treasurer

Christine Barrier – NC - Annalist

Rebecca Castello, NC - Webmaster

Cheryl Duplechain, LA – Past President/Advisor

On behalf of TERSSA, it is indeed a pleasure to share updates with the NCCEAPA Board of Directors and membership.

Present membership is 169 representing the following states:

○ Alabama	2
○ Kentucky	0
○ Louisiana	6
○ Maine	4
○ Mississippi	14
○ Missouri	0
○ North Carolina	83
○ Ohio	59
○ South Carolina	1

President Adrian Wilbanks has called two (2) Board of Directors Meetings on February 25th and August 14th. Board meetings are scheduled quarterly and all members are invited to attend.

Plans are well underway for the 11th Annual Conference scheduled for November 18-20 on the campus of Mississippi State University. All information can be found on the TERSSA webpage.

Congratulations '*Shout Out*' to NC members who are TERSSA Officers and Committee chairs/members: Michelle Kasey – President-Elect; Bylaws Committee; Outreach & Marketing Committee

Cathy James-Treasurer; Finance Committee Chair

Becky Castello, Webmaster; Outreach & Marketing Committee

Christine Barrier-Annalist; Outreach & Marketing Committee Co-Chair; Scholarship Committee

Debbie Humphrey – Nomination Committee Chair; Bylaws Committee

Annie Freeman – Scholarship Committee

BJ Okleshen – Awards Committee; Scholarship Committee

Shelia Ange – Bylaws Committee

Anita Wright – Outreach & Marketing Committee

Thanking each of you for the opportunity to represent TERSSA.

Respectfully,

Christine Barrier
TERSSA Annalist
2018-2019

NCCEAPA

PROPOSED BUDGET – FISCAL YEAR 2019-2020 STATE MEETING - SEPTEMBER 27, 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



Community Service Project for the
2020 NCCEAPA State Conference

GIVING


HOPE & HELP

Helping woman and men find the strength they need.

Domestic Violence Drive

In preparation for our 2020 NCCEAPA Conference, I hope everyone will find it in their hearts to collect at least 5-10 items each off the list on the reverse side. Through this effort we intend to provide these individuals with some of the basic necessities during their time of need.

If you have any question please contact:
Sheila Powell, Bertie County Office
(252) 794-5317
scpowell@ncsu.edu





Domestic Violence Drive Items

Seasonal Supplies:

Sunscreen
Chapstick
School supplies
Bug spray
Water bottles
Flipflops
Gloves
Scarves Hats
Jackets
Socks

Hygiene Supplies:


Shampoo Conditioner
Soap/Body Wash
Body lotion
Deodorant Body wipes
Toothpaste/Toothbrush
Feminine Supplies (kotex/tampons/wipes)
Razors
Shaving Cream
Hair care products
Hair brush/combs
Hair ties
Women's/Men's underwear

Baby Hygiene Supplies:

Baby lotion
Baby wash/wipes
Diapers/Pull-ups
Pacifiers
Baby bottles
Baby blankets
Baby toys

Toiletries:

Wash cloths
Shower caps
Toilet paper
Trash bags
Paper towels
Laundry detergent
Cleaning wipes
All-purpose cleaner spray
Other:
USB phone chargers
Tote bags (to carry personal items)
Nail polish/nail polish remover
Cotton balls
First Aid kits



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.

