

**ASRED Meeting Minutes**

**August 22 – 25, 2022**

**Hilton Ft. Worth**

**Ft. Worth, TX**

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| **Agenda** | | |
| ***Monday, August 22*** | | |
| **1:00 pm** | | **Registration Opens** |
| **1:00 – 2:30 pm** | | Program Leadership Committee Meeting w/ Committee Chairs  Followed By PLN Executive Committee Meeting – Crystal A |
| **5:00 – 6:00 pm** | | **Newcomer Orientation** |
| **6:00 pm** | | **Dinner On Your Own** |
| ***Tuesday, August 23*** | | |
| **7:00 am** | | **Breakfast – Crystal D** |
| **8:00 am** | | **General Session – Crystal D** |
|  | | Welcome   * Brian D. McGhee, PLC Chair, IT Support Specialist-CoAG, Fort Valley State University * Rick Avery, Ph.D. Director, Texas A&M Agrilife Extension, Texas A&M University * Carolyn J. Williams, Ph.D., Executive Associate Director for Extension, College of Agriculture & Human Sciences, Prairie View A&M University |
| Keynote   * Chavonda Jacobs-Young, Ph.D. Under Secretary for Research, Education and Economics and USDA Chief Scientist, United States Department of Agriculture |
| **9:30 am** | | **Break** |
| **10:00 am** | | Committee Meetings (***with Administrative Advisors***)   * Agriculture & Natural Resources – (Laura Johnson, AA) – Crystal D * Communications – (Gina Eubanks, AA) – Crystal B * Community Development – (Ashley Stokes, AA) – Ruth Chris #2 * Family & Consumer Sciences – (Laura Stephenson subbing for Gary Jackson, AA) – Crystal C * 4-H Youth Development – (Bob Scott, AA) – Crystal C * Information Technology – (Andra Johnson, AA) – Crystal B * Middle Management – (Paul Brown subbing for Mike Phillips, AA) – Crystal A * Program & Staff Development – (Damona Doye, AA) – Ruth Chris #3   (*All Directors who do not have AA assignments should feel free to join the program committee of their choice*). |
| **12:00** | | **Lunch, Awards Presentations – Crystal D**  ASRED Chair Rich Bonanno presented the following awards to Excellence in Extension winners from the Southern Region:   * Dr. Alison Davis, KY, Excellence in Extension National Winner * Dr. Paul Fisher, FL, Excellence in Extension Southern Region Winner * Dr. Martha Monroe, FL, Excellence in Extension Team Award, Southern Region   Dr. Bonanno also presented a Retirement Plaque to Dr. Ed Jones on his retirement to celebrate his many years of service. |
| **1:30 – 3:00 pm** | 1 | **ASRED Session (1:30 – 5:00 PM) – Ruth Chris #1**  ASRED Session – Rich Bonanno, Chair.  Called August 2022 meeting to order at 1:30 p.m. CDT  Review Agenda – Rich Bonanno, Chair  Note: Two additions, Operation Grow (AL) and Precision Agriculture (Caroline (Crocoll) Henney, Executive Director, Cooperative Extension/ECOP).  Attendees: Paul Brown (AL), Bob Scott (AR), Andra Johnson (FL), Laura Perry Johnson (GA), Rich Bonanno (NC), Damona Doye (OK), Tom Dobbins (SC), Ashley Stokes (TN), Laura Stephenson (KY), Vacant (VA), Gary Jackson (unable to attend) (MS), Rick Avery and Angela Burkham (TX), Gina Eubanks (LA), Ron Brown (ASRED), Steve Zeng (NIFA).  Note: Tom Dobbins made motion to approve the minutes of the May 2022 meeting. Gina Eubanks seconded the motion. Approved.  Note: Charge to Committees -- Rich Bonanno, Chair:  Nominating Committee – Laura Johnson, Chair, Gary Jackson and Laura Stephenson – Positions identified to be filled include:  1. ASRED Chair for 2022 – (Chair-elect for 2021-2022 moves to Chair for 2022-2023 following the NEDA meeting, September, 2022).  2. ASRED Chair-elect for 2022-2023 – (One-year term; assumes office following the NEDA meeting,  September, 2022).  3. ASRED Secretary for 2022 - 2023 – (One-year term, replacing Paul Brown; assumes office following the NEDA meeting, September, 2022).  4. ECOP Budget and Legislative Committee – (Three-year term replacing Rich Bonanno, following the NEDA meeting, September, 2022).  5. National 4-H Congress Board of Directors – (Three-year term ending in 2025 replacing State Program Leader slot held by Toby Lepley (LA); assumes office following the NEDA meeting, September, 2022; needs to be a 4-H State Program Leader.  6. Board Member, Southern Region Aquaculture Center - (Three-year term replacing Bob Scott beginning following the NEDA Annual Meeting in September, 2022; should be Director or Associate in catfish producing state; also, currently serving are Steve Martin, Ashley Stokes and Gary Jackson, (ex officio).  7. Board Member (2), Southern Rural Development Center, replacing Laura Stephenson, whose term ends September, 2022 and Ed Jones, who is retiring and whose term ends in 2024 – (also currently serving is Gary Jackson, ex officio).  8. Technical Advisory Committee, SRDC – (Three-year term ending November 2025, replacing Jamie Rae Walker); non-director, with consideration for discipline area.  9. SR-PLN Program and Staff Development Committee Administrative Advisor – (Four-year term ending September 2026, replacing Damona Doye; term begins following the NEDA Annual Meeting in September, 2022).  10. SR-PLN: PLC Representative and Exec. Comm. Member – (Two-year term, replacing Laura Stephenson; term begins following the NEDA Annual Meeting in September, 2022).  11. NEDA Planning Committee for 2023 – (one year term replacing Tom Dobbins; term will begin following NEDA 2022).  12. Extension Administrative Advisor for SERA 017, Organization to Minimize Nutrient Loss from the Landscape, replacing Mike Buschermole (TN), who is retiring; indefinite term beginning immediately; this SERA will be up for renewal in 2023 so need someone interested in this area who will provide administrative guidance; Nathan McKinney, AR, is the Experiment Station AA.  13. Extension Administrative Advisor for SERA 047, Strengthening the Southern Region Extension and Research System to Support Local & Regional Foods Needs and Priorities, replacing Ed Jones, who is retiring; indefinite term beginning immediately; Experiment Station AA is Scott Senseman (OK).  14. National Urban Extension Leaders (NUEL) Southern Region Steering Committee Representative; the Southern Region NUEL group has asked that Katherine Williams (NC) be reappointed for a 3-year term beginning January 1, 2023.  Note: made motion to approve the nominating committee report. seconded the motion. Approved.  2. Resolutions Committee – Resolutions Committee – Paul Brown, Chair, Bob Scott and Gina Eubanks |
| 2 | State Updates  Print all State Updates in one document [HERE](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-2022-State-Updates-Combined.pdf)  Individual updates: [Alabama](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-AL-State-Update.pdf), [Arkansas](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-AR-ASRED-Report-August-2022.pdf), [Florida](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-FL-Report-for-ASRED-August-2022.pdf), [Georgia](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-GA-Update-August-2022.pdf), [Kentucky](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-KY-ASRED-Report-August-2022.pdf), [Louisiana](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-LA-ASRED-Report%20-Summer-2022_2.0.pdf), [Mississippi](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-MS-ASRED-August-2022-Update.pdf), [North Carolina](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-NC-ASRED-2022-NC-summer-annual-report.pdf), [Oklahoma](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-OK-State-Report-Fall-2022.pdf), Puerto Rico, [South Carolina](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-SC-asred-2022-report.pdf), [Tennessee](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-TN-ASRED-state-report-August-2022.pdf), [Texas](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-TX-ASRED-State-Report-AgriLife-Extension-August-2022.pdf), [Virginia](http://www.asred.msstate.edu/files/Aug_2022_Meeting/2-State-Updates/2-VA-State-Update20220810.pdf), Virgin Islands |
| **3:00 pm** | | **Break** |
|  | 2 | State Updates (continued) |
| **3:30 – 5:00 pm** | 3 | [Extension, Outreach and Engagement](http://www.asred.msstate.edu/files/Aug_2022_Meeting/3-Engagement-Outreach-and-Extension-White-Paper.pdf) – Laura Johnson, Tom Dobbins, Damona Doye and Gary Jackson |
| 4 | Food Safety Conversation Update – Dr. Allisen Penn, College of Family and Consumer Sciences, Associate Dean for Extension and Outreach, University of Georgia  This conversation began more than a year ago and significant progress has been made. Dr. Penn will review progress and share plans for next steps.  Note: A Food Safety Extension Network has been formed instead of a formal consortium. Three subcommittees have been established 1) Home Food Preservation and Safety, 2) Retail Food Safety, and 3) Home-based and Cottage Food Industry. Each sub-committee is creating a white paper outlining goals and accomplishments. Start-up funding has been received from the National Extension Foundation. An MOU is needed across participating states to define co-branding and other operational guidelines. Nine SE Region states have been currently participating in the Network. Efforts are underway to reach out to other 1862 and 1890 institutions. |
| 5 | Health Extension Staffing Discussion – Andra Johnson  There is a need and there are opportunities in Extension Health programming. Challenges include how best to handle staffing and how best to integrate educational activities into the Extension program. Dr. Johnson will lead a discussion on these issues. |
| **Evening** | | **Committee Night Out (Optional)** |
| ***Wednesday, August 24*** | | |
| **7:00 am** | | **Breakfast – Crystal D** |
| **8:00 - Noon** | | **ASRED Session – Texas A** |
| **8:00 – 10:00 am** | 6 | SAAESD [Report](http://www.asred.msstate.edu/files/Aug_2022_Meeting/6-SAAESD-ESCOP-Agenda-Brief.pdf) – Dr. Gary Thompson, Executive Director, Southern Region |
| 7 | Health Extension Cohort for Southern Region – All  Dr. Roger Rennekamp obtained funding to offer a regional cohort exclusively for the Southern region this fall. This funding would support 25 Extension professionals from the Southern region participating in the Public Health Essentials graduate certificate program for $450 (50% discount off the government rate of $900 and an 85% discount off the public rate of $3,000). Graduates receive a certificate of completion from Cornell University and have the option of applying to take the examination for the Certified in Public Health (CPH) credential offered by the Board of Public Health Examiners. Dr. Rennekamp's funding will also pay for a portion of the cost of taking the exam. See the promotional [flyer](http://www.asred.msstate.edu/files/Aug_2022_Meeting/7a-Join-the-Regional-Cohort.pdf) and a detailed [description](http://www.asred.msstate.edu/files/Aug_2022_Meeting/7b-PH-Essentials-Curriculum.pdf) of the curriculum.  Directors need to discuss timing, criteria for selection and identify 25 participants, as well as how to best benefit from people being trained.  Note: ASRED member states will submit three nominees in rank order. Two will be selected per state. The third ranked nominee would be an alternate in case additional spots open. |
| 8 | Salary Differentials for Advanced Degrees – Damona Doye  Current OSU Extension policy allows for an increase in pay of $3000 if an employee earns a MS degree. We need to increase that amount but are already above what OSU generally awards (surprisingly, it is $1200). What amounts, if any, do other states provide as increased compensation for completing MS degrees?  (See [summary](http://www.asred.msstate.edu/files/Aug_2022_Meeting/8-SRegion-starting-salaries-and-differential.pdf)) |
| 9 | How SalesForce is Used at Clemson – Tom Dobbins  With increasing interest in Customer Relations Management, Tom will review his experience with SalesForce at Clemson (See [report](http://www.asred.msstate.edu/files/Aug_2022_Meeting/9-CES-Salesforce-8-22.docx)). |
| 10 | Metrics for Extension: AHS Survey – Laura Johnson and Paul Brown  Laura and Paul represent ASRED on a planning committee for a regional data collection process initiated by the SR Administrative Heads Section. It is important that metrics collected on and for Extension are useful to Directors and they will seek input from the group.  Note: Laura and Paul will look through Southern Administrative Heads Salary Survey to determine how we can get greater resolution regarding differences in Extension positions. |
| **10:00 – 10:30 am** | | **Break** |
| **10:30 – 12:00 am** | | **ASRED Session – Texas A** |
| **10:30 am - Noon** | 11 | ECOP Actions and Discussion – Laura Johnson, Rich Bonanno and Damona Doye   * ECOP Budget * ED Search * Professional Development Committee * Program Committee * 4-H Leadership * Other |
| 12 | National 4-H Congress Update – Laura Johnson |
| **12:00 – 1:30 pm** | | **Joint Lunch – Crystal D** |
| **1:30 – 3:00 pm** | | PLC Committee Meetings (*with Administrative Advisors*)   * Agriculture & Natural Resources – (Laura Johnson, AA) – Texas C * Communications – (Gina Eubanks, AA) – Texas D * Community Development – (Ashley Stokes, AA) – Continental * Family & Consumer Sciences – (Laura Stephenson subbing for Gary Jackson, AA) – Crystal B * 4-H Youth Development – (Bob Scott, AA) – Crystal C * Information Technology – (Andra Johnson, AA) – Metropolitan * Middle Management – (Paul Brown subbing for Mike Phillips, AA) – Crystal A * Program & Staff Development – (Damona Doye, AA) – Citizens 3   (*All Directors who do not have AA assignments should feel free to join the program committee of their choice*). |
| **3:00 – 3:30 pm** | | **Break** |
| **3:30 – 5:00 pm** | 13 | 4-H Landmark Gift – Jill Bramble, Executive Vice President and Chief Growth Officer, National 4‑H Council  National 4-H Council announced a $50 million gift from writer and philanthropist MacKenzie Scott, the largest single gift in 4-H’s 120-year history. Jill will provide information about potential uses of the gift and solicit suggestions from the group. (see [PPT](http://www.asred.msstate.edu/files/Aug_2022_Meeting/13-LGTF-PPT%208.24.22.pdf).) |
| 14 | Staff Development and Reporting Organization – Damona Doye  How are program and staff development/organizational learning/reporting units organized in other states? The SR – PSD state [reports](http://www.asred.msstate.edu/files/Aug_2022_Meeting/14-SR-Program-and-Staff-Development-comparisons.pdf) included an overview of how their systems’ program and staff development units are staffed so I extracted the responses to inform our discussion. It isn’t clear in most cases who the director is and/or to whom individuals report. Other questions for discussion that I have include:   * If faculty are part of the unit, are they tenure track and to whom do they report? * Where are ag leadership programs within this mix? * Are 4-H and FCS programs supported by this team as well or do they have separate support? * If you were starting from scratch, would you organize differently? * What skills would you like to add, or do you feel like are missing? |
| 15 | Language Accessibility Recommendations – Gina Eubanks, AA to PLC Communications Committee  In order to avoid discrimination against Limited English Proficiency (LEP) persons on the ground of national origin, recipients must take reasonable steps to ensure that LEP persons receive the language assistance necessary to afford them meaningful access to USDA programs and activities, free of charge. NIFA recipients and sub-recipients of federal financial assistance are strongly encouraged to conduct an LEP self-assessment and to develop LEP policy directives, a LEP plan and procedures to fully implement a LEP program. (https://nifa.usda.gov/limited-english-proficiency) |
|  | 16 | Feedback from PLC AAs – All |
| **Evening** | | **State Night Out (Optional)** |
| ***Thursday, August 25*** | | |
| **6:30 am** | | **Breakfast – Crystal D** |
| **7:00 am** | | **Program Leadership Committee (PLC) Meeting** – (Current, Incoming, and Outgoing PLC Members) |
| **8:00 – 10:00 am** | | **First Joint General Session of AEA and ASRED – Citizens A & B** |
| **8:00 – 10:00 am** | J1 | NIFA Update – Dr. Kevin Kephart, Deputy Director, Institute of Bioenergy, Climate, and Environment, USDA/NIFA |
| J2 | SRDC Happenings – Dr. John Green, Director |
| J3 | 4-H Council Update – Jennifer Sirangelo, President and CEO, National 4-H Council |
|  | J4 | MOU Example: LSU/Southern – Gina Eubanks, Associate Vice President and Program Leader, LSU Ag Center and De’Shoin York, Vice Chancellor for Extension and Outreach, Southern University  Drs. York and Eubanks will share a recently approved MOU and discuss how the MOU was developed, obstacles and how they were overcome, and outlook for positive results. |
| **10:00 – 10:30 am** | | **Break** |
| **10:30 - Noon** | | **Second Joint Session of AEA and ASRED**  (Includes Program Leadership Committee) |
| **10:30 am** | J5 | National Diabetes Prevention Program – Dr. Vanessa Da Silva, State Director, Arizona Diabetes Prevention Program (See [PPT](http://www.asred.msstate.edu/files/Aug_2022_Meeting/J5-2022.08.25-NDPP.pdf)) |
| **11:00 am** | J6 | PLC Action Items and Information Items (See [report](http://www.asred.msstate.edu/files/Aug_2022_Meeting/J6-Dec-Accomp-Info-SR-PLN-2022-FINAL.pptx)) |
| **Noon** | | **Lunch (AEA and ASRED) – Crystal B** |
| **1:00 – 2:30 pm** | | **ASRED Session – Texas A** |
|  | 17 | Credit for 4-H and FFA work – Ashley Stokes |
| 18 | Nominating Committee Report – Laura Johnson  1. ASRED Chair for 2022-2023 – Gina Eubanks  2. ASRED Chair-elect for 2022-2023 – Laura Stephenson  3. ASRED Secretary for 2022 - 2023 – Paul Brown  4. ECOP Budget and Legislative Committee – Ashley Stokes  5. National 4-H Congress Board of Directors – Stacey Ellison  6. Board Member, Southern Region Aquaculture Center – Bob Scott  7. Board Member (2), Southern Rural Development Center – Rick Avery and Laura Stephenson  8. Technical Advisory Committee, SRDC – Crystal Tyler-Mackey  9. SR-PLN Program and Staff Development Committee Administrative Advisor – Rick Avery  10. SR-PLN: PLC Representative and Exec. Comm. Member – Andra Johnson  11. NEDA Planning Committee for 2023 – Andra Johnson  12. Extension Administrative Advisor for SERA 017, Organization to Minimize Nutrient Loss from the Landscape – Tom Obreza  13. Extension Administrative Advisor for SERA 047, Strengthening the Southern Region Extension and Research System to Support Local & Regional Foods Needs and Priorities – Dale Monks  14. National Urban Extension Leaders (NUEL) Southern Region Steering Committee Representative -- Katherine Williams  Note: Committee report approved by unanimous consent. |
| 19 | Resolutions Committee Report – Paul Brown  RESOLUTION One: Thanking Texas A&M University and Prairie View A&M University for hosting ASRED/SR-PLN/AEA meetings. (See [Host Resolution](http://www.asred.msstate.edu/files/Aug_2022_Meeting/19a-RESOLUTION-THANKING-HOSTS-2022.docx))  RESOLUTION Two: Honoring Dr. Ed Jones retiring as Director and Associate Dean of Virginia Cooperative Extension. (See Dr. [Jones Resolution](http://www.asred.msstate.edu/files/Aug_2022_Meeting/19b-RESOLUTION-IN-HONOR-OF-DR-ED-JONES.docx))  Note: Committee report approved by unanimous consent. |
| 20 | Spring 2023 ASRED Meeting – Laura Johnson |
| 21 | Other Items, Updates, and Reports  1. Operation Grow (AL)  Note: Alabama Extension shared information on the Operation Grow program. It is part of the Alabama Beginning Farmer Program and provides special emphasis to the training needs of military veterans interested in specialty crop production. GA, NC, OK, TX, and TN have related programs, some of which are linked to Agribility. Paul Brown will reach out to the states listed to develop a list of state contacts that may facilitate informal sharing.  2. Precision Agriculture (Caroline (Crocoll) Henney, Executive Director, Cooperative Extension/ECOP)  Note: Ron Brown will contact ASRED members for the name of a faculty member who specializes in precision agriculture --technology adoption and use -- along with two or three sentences describing their work. The US Government Accounting Office is requesting this information. |
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|  | | ***Adjourn*** |