

**2012 Federation Forum**

McSwain Extension Education and Agricultural Center- Sanford, NC

Friday, December 14, 2012

9:30 am- 2:30 pm

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|  Welcome given by: | Sylvia Churchwell |
|  | Acknowledgement of Jim Cowden and Greg Hoover |

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| Roll Call: | NC Association of County Ag. Agents- 11NC Extension Association of FCS- 11NC Association of Extension 4-H Agents- 13NC C Administrative Professionals Association-7NC Association of Extension Specialist -2NC Association of Extension Program Assist, Associates, & Tech-12Epsilon Sigma Phi-9 |

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|  Approval of Agenda: |  Motion by: Cydi Lauderdale- 2nd by Mitzi  |

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| Approval of Minutes: | Motion by: Danny Lauderdale, 2nd Meg Mattet |

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|  Treasurer’s Report: | Linda Gore- *see attached*  |

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|  Association Reports: |  NCCEAPANCEAFCSNCACAANCAEPAATESPNCAE4-HA |

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|  Old Business: | None |

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|  New Business: | * Bylaws Changes: Add the office of parliamentarian to represent Epsilon Sigma Phi/XI
* Change the name of the Secretary Association to Administrative Professionals (NCCEAPA)
* Rotation of officers also were revised (see website) Executive Bd. made motion 2nd by Jane McDaniels effective 1/1/13- MOTION CARRIED
* Recognition of 2012 officers with certificates were given by President Eleanor Summers
* Installation of 2013 Federation Officers-symbolic Christmas ornaments were given by President Eleanor Summers

President: Mitzi Downing – NCACES - NCCE CampusPresident Elect: Cheryl Mitchell – NCCEAPA – McDowell CountySecretary: Meg Wyatt – NCAE4-HA – Franklin CountyTreasurer: Mary Hollingswood – NCACAA – Hoke CountyWebmaster: Teresa Byrd – NCAEPAAT – Johnston CountyParliamentarian: Debra Stoud – ESP – Johnston CountyPast President: Eleanor Summers – NCEAFCS – Burke County |

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|  2012 Federation Leadership & Service Recognition Award: |  Awarded to Spring Williams-Byrd who received a framed certificate and $50.00 gift card |

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|  Motion to Close Meeting: | Jenny Leonard, 2nd by Mark Blevins  |

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|  Introduction of Speaker by Mitzi Downing: |  Sheri Schwab gave a presentation entitled – Call To Action, Relationship AT Work and Relationship WITH Work |

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| ADMINISTRATIVE UPDATES & DISCUSSION |   |

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|  Panel: | Dr. Joe Zublena, Associate Dean and Director, NCCESADr. Marshall Stewart, Associate Director, Department Head 4-H YD & FCSSheri Schwab, Esq., Associate Director, NCCESA & Director of County OperationsDr. Ray McKinnie, Associate Dean and AdministratorDr. Gladys Shelton, Interim Program Leader, FCS & 4-HDr. Fletcher Barber, Associate AdministratorDr. Niki Whitley, Interim Program Leader, Animal Science Specialist, Adjunct Professor  |

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|  Specialist Concerns/Education Training in County/Publication: | Administration values relationships, communication open and shared. When the associates work with the agents in the county It is a rule to let the county office know what is going on. Requesting timely research updates using web portals that where developed and available such as One Stop Shop, captures everything we do and accountability info by the county. People are watching and like what you do. President Ross is looking at what you do. ERC and One Stop Shop are extremely important. Tom is looking at the metrics and relevance. North Carolina wants to lead the nation with metrics and people are asking us for evidence as dollars get tighter. |

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|  Training Concerns: |  State and Federal statues, 4-H gets lots of training. FCS, Ag. Agents we need to do a better job of training all agents but remember 4-H is not exclusive to 4-H Agents. This training also involves Youth Development when doing youth work.There is a Local Foods Training in development for 2013. Training to cover all 4 program areas at A&T to keep from having so many individual trainings. |

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|  Cross County Agents: |  This situation grew out of the budget situation. Agents should advise CED and DED when this is happening. Open communication is the key when you find yourself in this situation. |

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|  Staffing/Funding/Travel: |  This is to be made clear that there is no priority for any one job to be filled. There is an interim supplement for agents taking on a CED role. Title promotion: More tiers for promotional opportunities suggestion for promotion and retention committee. Private check account used to pay participants fee is a no-no. NCSU is working on implementing CVENT on a pilot level. This is to be used when agents want to promote a program on line. They and participants can register and pay using a credit card.  |

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|  Professional Scheduling: | Agents are exempt from the Fair Labor Standard Act (FLSA) If this is tracked within the office will negate the FLSA exemption. Work/Life balance is being stressed from Sherri to CED’s to tell agents. Travel Allotments: NCSU Agents & A& T agents- for travel allotments there is no policy in existence at A&T.  |

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|  Marketing: | Don’t allow citizens to make a choice of A&T verses NCSU. Lets promote NC Cooperative Extension even though Extension is tied to 2 universities. |

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|  Title Promotion: | The district team will work to get information out and we need the county partners to commit to their match before review of promotions.  |

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| Passing of the Gavel: | From Eleanor Summers to Mitzi DowningMeeting Adjourned |

Minutes Respectfully Submitted by: Donna Holland, Federation Secretary 2012