



## **National Urban Extension Leaders – Nashville Biannual Meeting**

**December 11, 2017**

Michael and Anthony welcomed the group to Nashville.

Patrick called the meeting to order.

The group revisited the 2017 Accomplishments and NUEL priorities. How do we measure success? Funding is always a measurement of success, but also how we deploy programs or projects into urban areas. Success is also when an issue arises in metropolitan areas, Extension is top of the list as the go to place to address urban issues.

### **Opportunities/Priorities for NUEL 2018**

- Expanding the bench of the regional caucuses and bring in the faculty, programs, educators, and researchers to
- What does it mean to operate a regional caucus?
- What more can we be doing to build upon the foundation of the NUEL framework?
- Bringing back the Action Teams and the implementation of those teams
- What are we going to do for the NEDA/ECOP meeting? What do we want to share and push forward?
- NUEC 2019 in Washington State
- Building relationships with ECOP and demonstrate relevancy within the local, regional, and national levels
- Building relationships and partnerships with other federal organizations such as HUD, EPA, HHS, etc.

Emerging issues from a national scope through monthly eXtension and ECOP meetings is a void and NUEL can provide a leadership to addressing this void and development of an action response team, with a survey to directors and administrators. There are three things that are needed in order to drive programing success:

- Relationship building
- Public Relationships
- Data

You are doing all three of these things, but on the PR front, there needs to be a hook for our rural partners for why urban. With the current administration, it is important for NUEL to communicate the rural and urban interdependencies. There is a legal and political push to keep rural front and center, and we need to think about our PR about “we” and not the “them vs. us” mindsets. CES is based on the needs of the country and NUEL needs to make the connection from urban-suburban-rural.

*Outcome: Consider PR to connect the rural and urban interdependencies.*

### **Chris Geith opens the discussion of eXtension, its role in urban and across CES.**

Human centered design – come together to brainstorm ideas, how to strengthen communities, solve a problem, and what a solution could look like to help bring together “ah-ha” moments. eXtension is looking at Silicon Valley methods that are based on human centered design because it takes more than just one

person or one institution to make an impact. eXtension is seeking to make partnerships with Silicon Valley companies for mutual profiting partnerships to take Extension’s ideas and drive them to make a connection between data and program development. There are roles for key informants, eXtension Fellowships, and facilitators. The project teams of at a minimum three people (does not have to be all Extension) are the ones that end up taking the lead of the project. Intuitions provide a platform, but eXtension is seeking funding to provide travel scholarships, to go through virtual and face-to-face design thinking meeting to work on a theme or subset of themes that eXtension is working on. eXtension Foundation can also provide a platform to assist in data scrapping Extension websites where you can search through different “tags” to access information of programs/projects that are working on a similar topic of interest to you. This isn’t a perfect data set for Extension work, but it is good enough that if you have a problem you have the access to the “ah-ha” moments. eXtension Foundation can also provide institutions the ability to partner with federal government funding and distribute the funding to the number of institutions in CES.

The goal of eXtension is to provide CES professionals the ability to create a bigger impact, but designed to measure local impact.

For 2018, the Impact Collaborative themes are Food Systems, Behavioral Health, and Diversity & Inclusion. In 2019, Urban Extension could be a focused theme. eXtension through the Impact Collaborative can help create an event for NUEL to help frame out and organize the event in identifying knowledge partners, key informants, external partners, and identify a metric or where metrics should be placed. eXtension can act as a consultant to CES to help take a local project/program to a national level.

Green Infrastructure Summit 2018 – looking at stormwater management utilizing green infrastructure to address water quality, but also the ancillary benefits in the cities. The summit will provide three blocks of discussions that break out for design and needs of the cities that they are struggling with; how does the land-grant university develop a program to address the needs.

- Who is your focus? Cities in Oregon and Washington is targeted, but the summit is open for regional attendance
- What’s your dream? To have about 10-12 teams of cities with Extension professionals = team formation/partnerships
- Is there a plan? The permit requirements set forth a baseline of a plan
- A designathon would help to go through the first steps of an Adobe Kickbox, each team gets a box to practice brainstorming to learn how to work together, discuss the idea we need to solve, bring the data there to be accesses for the team to understand what is possible. = similar to a design charrette
  - Bring a set of activities and capacities in the room that after participants leave the summit, they have an action that they can take
- What culminating event to get these external teams to be motivated to get to the next phase?
  - Roles for experts
  - Roles for solution partners
  - Roles for facilitators

Funding to support projects and activities to work across the state is important to provide collaboration capabilities for Extension professionals. Freeform is fun, but eXtension has found that it doesn’t sustain the activities that need to take place. To make it to lead into working different, you need to scope it and plan

the room to make informed decisions and provide a plan after the event so that the event is just the beginning of the conservation.

*Outcome: Email Chris if you want to be trained as an innovation facilitator for a 2-day training. A NUEL person would be great to have at each of themes (Food Systems, Behavioral Health, and Diversity & Inclusion) to help design. And consider eXtension as an opportunity to provide an award.*

### **National Urban Extension Conference 2019 – Washington State, hosted by WSU, presented by NUEL**

Brad shared potential themes for the conference such as LGU in the City. Thoughts for format: not just Extension, innovation, partnerships, need for presentations and new audience, field trips, incorporating Native American culture, designathons. Presentations have followed competencies, subject expertise, experience (usually tours, but do we want to do self-walking tours), and innovation as well as an administrative track. A program pitch is also being explored for a panel of NGO, Foundations, Corporations as investors

- Suggested name for the conference: Innovation in the City: A LGU Experience
- Discussion on the Innovation space
  - Perhaps connecting/networking amongst focus areas opportunity
  - Section for the Impact Collaborative track for project teams to come together and continue learning/building upon projects
  - Caucus cohort organization of some tracks or content based themes to build upon learning
- Who is our target audience? Most attendees want to present at this meeting, if we expand how do we bring in those new audiences into this conference?

*Outcome: Participants to consider these conference questions to further discuss during Wednesday's allotted time.*

### **Regional Caucus Session I**

A discussion of what is a regional caucus was held along with a report out of regional caucus work. Regional caucuses have been developing organically and should be reflective of the region's states, those representatives that have been working as part of the caucus, and

#### **1890s/Southern Region**

- Stemming from the Denver meeting, the caucus has stayed connected via zoom monthly meetings to develop strategies and goals for the caucus. The first goal was to establish a professional development conference.
- A conference was held in Chattanooga, TN for a two-day conference with 66 participants representing 10 states. Julie Fox participated as a keynote and the conference provided lightning talks, panel discussions, and poster sessions.
- Working groups discusses asset mapping, how to connect to a network with all the states by identifying a liaison from each state, and planning for professional development (conferences).
- In the process to plan another conference in 2018 to provide a platform for urban Extension professionals in the Southern and 1890s region to network and share information.
- A letter/email was written to all the state directors, but the next phase is to reconnect with those states that were not represented in Chattanooga.

- Recommended to not just target Extension directors, but go deeper into the list of others within Extension such as the Civil Rights, etc. representatives that can outreach through the university, and the ECOP Regional Extension Directors

#### Northeast Region

- Intent to stimulate and strategic development of regional efforts that provide synergy across institutions and strengthen research and Extension efforts in urban communities. The Northeast Regional Caucus identified two priority areas to focus its resources to include:
  - Protect the Environment – Green Stormwater Infrastructure (GSI)
  - Feed our Future – Food Production, Accessibility, and Security
- Green Stormwater Infrastructure: University of Connecticut hosted a face-to-face regional meeting in 2016 to share research and programs across the region on GSI with University of New Hampshire, University of Vermont, University of Rhode Island, and Rutgers University. University of Connecticut Center for Land Use Education and Research was awarded a \$234,712 grant from the National Fish and Wildlife Foundation and the Long Island Sound Study to support the “Rapid Action Plans to Deliver Green Infrastructure in Coastal Connecticut Communities” proposal submitted in collaboration with Rutgers Cooperative Extension Water Resources Program.
- Food Production, Accessibility, and Security: University of Maryland Extension-Baltimore City developed a Feed our Future initiative to holistically address food deserts in underserved communities which will allow the university to overlap programs across the state and regionally to collect impact and better serve local communities. The University of the District of Columbia is embarking on developing an urban agriculture producers survey in the northeast region to determine ways in which Extension and research programs can better meet producers’ needs and forecast future trends in urban agriculture.
- The region also has identified a 2017-2019 work plan that was shared with the larger group and invited regions to utilize this plan as they see fit and we’re open for comments.

#### North Central Region

- Preliminary plans have been pulled together and will be deciding a date in May to host a regional caucus conference in St. Louis.
- The region is experiencing budget cuts that are limiting travel support for professionals to attend
- Based on the national survey, NUEL’s five focus areas were in the top ten areas that came out of the national survey. The region is working to narrow down three focus areas to begin pulling together multi-state hatch projects and proposals to support regional collaboration on work that the states are working on.

#### Western Region

- Started having monthly meetings via Zoom to provide updates on NUEL activities, updates from NEDA/ECOP, Western Center updates, etc.
- Engagement of membership through the Western Center provides the states opportunities to have multiple discussions and research focused through initiatives and multi-state hatch projects.
- The region is having a discussion between those states that have been engaged in the Western Center but not in NUEL.

- Continuing to discuss the regional directors to be engaged in NUEL as well as populating the steering committee to leadership roles in NUEL.
- A Green Infrastructure Summit will be held in February 2018 in OR as a specific content area to address a need and expertise available between OR and WA.
- The western region will also be hosting the national conference

Regional Caucus Recruitment and Intentions: As the group is fairly new, recruitment outside of urban has not been further explored but it is the next phase to have discussions with the suburban and rural interdependencies. NUEL is still building its house in order to begin those dialogues, being intentional across the CES about those dialogues, and be able to be the partner that we want to be for those groups. The caucus is great to provide the community of learning and that is what some professionals are looking for this platform. The NUEL action teams though do not have a concrete task which makes it difficult to recruit building those teams. As we begin to reengage the action teams, we need to understand that each team will be at different points to build or deliver to address NUEL needs.

It would be helpful to share, prior to the meeting, not only the one pager of what is NUEL, its mission, the regional caucuses and the states involved, but also a roster of those attending the meeting.

Outcome: The group will discuss on Wednesday on how it can be strategic about regional caucus summits/conferences and coordinate it with the NUEL biannual meeting. NUEL to also provide roster of those participating in NUEL and those attending the meeting would be helpful to share as part of the promotion of these meetings.

### **Action Teams Roles and Activities**

The current action teams that have been established as part of NUEL include: Communications, Research, Strategic Alignment and Urban Policy, Partnership, and Professional Development. We recognize that we are only strong enough base on the people in this room and we are not strong in this area due to other moving parts at various levels. Reflection of the teams and outcomes/closure to those teams by the team leads.

Communications – Chris O. served as the chair for this team and was asked to step down due to the additional roles that he took with NUEL’s leadership. Therefore, there is a vacancy as chair.

Research – Brad’s turn is coming to an end and with the NUEC around the corner, Brad is not looking to rerun to fill this position. Brad is willing to still participate in the team, just not in a leadership role. The team has a place to help move Extension through NUEL, but it just may be too early for the team to move forward with NUEL. Applied Research may be a way to recruit Extension Specialists as well as bringing in researchers that are working on similar research. There was also mention of the opportunity for Applied Research to also be a part of the regional caucus through the focus areas. The ontology group from eXtension might be a possibility of developing a database of expertise across the nation.

### **Action Teams break out to discuss the past work of teams and where to go from here**

Partnership Team will play a strategic role of identifying internal and external partners. Understanding regional caucus goals will provide the ability for the Partnership team to identify those partners and work hand in hand with each region as they evolve their priorities. The team has enough information to begin initial discussions with internal partners between regional and national leaders to talk about NUEL and

some of the things those partners see a priority as well as how that relates to the work at a regional level. Based on these three points, a plan of action can be created based on a 12-24 month plan but continuity of membership in the partnership team is necessary to be effective. An ideal structure, a representative from each caucus should be on the team to address needs.

Applied Research has recommended to sunset the team. The Western Center will provide available survey that was completed for the teams to access as needed. The Western Center is happy to support applied research activities across regions.

Communication team has always been to support NUEL and address the requests that come from ECOP. To that end, a website was developed and support by Rutgers University. To transition this team to continue to support NUEL, capacity needs to be established to support updating the website, collecting success stories, increase social media outreach, showcase collaborative opportunities, and connecting to the National LGU Impacts Database. Future work for the team would be to establish a method to peer-review success stories for the website as well as publish a journal.

Strategic Alignment team talked about perhaps eliminating the internal process which it has been focused on. The steering committee should handle the internal process. The team also discussed what initiative we are sending out to administrators, etc. about NUEL. National messaging is needed for NUEL and consider merging this team with Communications team or Partnerships. The group discussed possibility focusing on building membership and what value are we offering the Extension educator and once they join, what do they do?

Professional Development team had developed specific issues in urban Extension and conducted a survey from the national urban extension conference that needs to be revisited. Analyze and summarize survey data to distribute this to the Extension directors so that we have a specific ask for our directors.

*Outcome: Applied Research is dissolved. Partnerships and Strategic Alignment need to identify internal vs. external focus. Communications team needs a chair that has the capacity to provide the support for NUEL and perhaps hire a director that can dedicate their time to increase NUEL's visibility. Professional Development will analyze and summarize the survey to NUEL and Extension directors from the National Conference.*

*Outcome: Executive Committee will discuss and review action teams and identify the direction of the teams.*

## **December 12, 2017**

### **Patrick called the meeting to order**

#### **Executive Committee Report out of Outcomes/Changes:**

- Changes will be made to the by-laws and will be shared when appropriate
- The following changes will be made effectively to action teams:
  - Partnership team needs to focus on how to stay connected to external partners and the committee agreed with everything that was proposed by the team yesterday. The team also needs to work with regional caucus to work directly with the team to establish partnerships.
  - Communication team needs to define the audience of the website and how the team can be sustained as is. ECOP can be considered to take on the website support, but a formal request will need to be made.

- Professional development team needs to define the issues from the survey that was completed earlier this year.
- Strategic Alignment team will focus on advocacy and engagement to membership as its focus. The team will work on building institution support and continue to deal with the NUEL award.
- Applied Research is approved to be dissolved.
- A new action team will be established – National Extension Conference Team which will be responsible for the reception planning, administrative track, and assist with the bid process to support hosting states.

Outcome: Teams to make the changes identified above by the Executive Committee.

### **Civil Discourse Rapid Response Review**

Historical background: available resources under eXtension were reviewed by the original team as well as reviewing needed competencies needed, and provide recommendations for best response through train-the-trainer professional training.

A new team was then developed that Ed was involved in to create a national curriculum and workshop with the intention that this process could serve as a model or framework for how other rapid response programs are issues. There are roughly 17-20 people across the country that make up this team and have reviewed the original teams' findings via meetings, resources, and trainings. Three curriculums were chosen as the best and the team reviewed each of those to develop a new curriculum that could be released via pilot program application in the spring 2018.

Outcome: The team will review and develop a curriculum for civic discourse and provide an application process to pilot the program in 2018 to train-the-trainer.

### **Regional Caucuses broke out to meet in individual groups**

#### **Regional Caucuses Reported out**

North Central Region:

The region was able to engage other representatives to participate via a Zoom meeting. Discussed a regional conference, opportunities to engage in the NUEL action teams, discussed possible next steps for action in those teams, identified state coordinators that will assist in flushing out the regional conference goals and objectives. Also discusses opportunities for steering committee and action team involvement.

Western Region:

Discussed strategy of the WCMER and its relationship with NUEL. Will begin alternating meetings between WCMER/NUEL calls. The region also discussed the national conference and highlighting western region activities. The region decided to host a full election to build its caucus and filling leadership within the region. Deshana and Brad will work with the region to help highlight NUEL and increase involvement in NUEL.

Northeast Region:

The developed a caucus collaboration internal document as a primer to this face-to-face meeting. The caucus was able to engage other states via Webex. The region has identified two focus areas as priorities between Protect the Environment and Feed our Future. The internal document provided background on NUEL, the function of the caucus, and CES tools that can be utilized by the caucus to move forward initiatives and support. The internal document will be revised by individuals from the different states. The region also discussed a value statement for the region, how the caucus can serve as a mentorship and external letters to review promotional packages, and building capacity at the local level through regional collaboration. The caucus will be scheduling a face-to-face meeting in March 2018.

#### 1890s/Southern Region:

The caucus worked on forming their ideas and developing the next 2018 Professional Development conference for the region and will finalize their destination before leaving this meeting. Discussed the urban and rural connections. The region also discussed leadership roles and volunteers that wanted to work on urban Extension work. The first committee to be formed will be the Communications team to help build engagement in NUEL.

*Outcome: Promotional Package/external review opportunities can be brought up to a national level and recommended that the Advocacy action team take this on as part of internal partnerships/membership building.*

#### **Brainstorming Opportunity for NEDA/ECOP Meeting in October 2018 (Portland, OR)**

A 1.5 to 2-hour time slot will be given to NUEL to present to the Extension Directors to provide more visibility and engagement. NUEL is being looked upon as a lead of urban Extension at a national level. Volunteers are needed to think about the content and discussion should be with this audience. The VT session was centered around innovation, a Segway from the Vermont session might be happy.

Patrick and Chris B. provided context about how these meetings run and function. Roughly 80 participants, kicking off with an evening social followed by 1 ½ days working session. One main session covers national topics with updates from NIFA, ECOP Chair of Strategic Initiatives, Cornerstone updates (lobbyist group for ECOP), lightening talks, panel discussions on high impact issues, etc. From VT, comments included: What does urban programs look like? What is a relevant image for urban environments? What is our niche? Why are we in urban? What are the indicators of accountability – are they different from rural? How does this tie into the triple bottom line and is this across Extension?

Recommended to make the presentation relevant to the room and take Toija's comments about not alienate those in the room that work in rural. Use data that has been gathered to support efforts and initiatives that NUEL would like to see. If we are talking to Extension Directors and Administrators, how can we engage these representatives to help identify and provide support towards funding as well as the need for external funding. Building relationships between CES and State Legislation to leverage resources with external partners to provide funding towards initiatives to serve urban communities. Also start where the audience are and highlight that urban Extension is not a different model – it's the same Extension model but the skills and competencies that are needed to serve urban environments is where there are differences for recruitment. We should also ask how support for urban Extension initiatives reflect the state legislation budget.

Would we be ready to go with them a proposal of the conference administrative track and tie them towards thematic areas to get them at the conference? Extension is a great opportunity for requirement for the Universities and real conversation need to be addressed – can we build continuity and build collaborative partnerships with those that can utilize Extension’s expertise.

Recommended to think about the ask – are you trying to make them aware, change of attitude, or change behavior? Base this on the outcome that would strengthen what NUEL is looking for. Think also about what promotes positive emotions and think about what is painful to avoid.

Outcome: Formation of an ad-hoc committee to be established with representation from across the region. The ad-hoc committee will take responses from the group to develop the presentation/ask to the group and formalize the request.

Outcome: The following have volunteered to participate in the ad hoc committee: Jeff, Brad, Patrick, Marie, Chris, Deshana, Sarah, and Brenda will mobilize the ad-hoc committee by January 25<sup>th</sup> to report back out to the Steering Committee.

## **NUEC Conference 2019, Seattle, WA**

The planning committee came about through a collection of names and engaged the executive Extension directors to submit recommendations of names that could participate. Executive Committee began to look at those who were recommended by peers, directors, and/or activity involved in NUEL.

### Southern Region:

- Brenda G. Rogers, University of Florida IFAS Extension, bgrogers@ufl.edu
- Kristin Davis, North Carolina State University, kristin\_davis@ncsu.edu
- Willie Howard, University of Kentucky, whowardj@uky.edu

### Northeast Region:

- Kamran Zendehtdel, University of D.C., kamran.zendehtdel@udc.edu
- Jackie Davis-Manigaulte, Cornell University, jad23@cornell.edu

### North Central Region:

- Karen Wobig, University of Nebraska, kwobig@2@unl.edu
- Ed Scott, Michigan State University, escott3@anr.msu.edu
- Julie Fox, Ohio State University, fox.264@osu.edu

### Western Region:

- Andree Walker Bravo, Utah State University, andree.walker@usu.edu
- Cindy Davies, New Mexico State, csdavies@ad.nmsu.edu
- Sarah L Chvilicek, University of Nevada, chviliceks@unce.unr.edu

### 1890s Region:

- Joaquina Scott Kankam, Prairie View A & M University, jokankam@pvamu.edu
- Misty Layne-Watkins, Tennessee State University, mlaynewa@utk.edu

Marlin Bates, Tammy McCulloch, and Rusty Collins are also names that we would like to have engaged through the various committees that will be formed.

#### Conference Format

- Conference will be taking place in 18 months from now. Looking at competencies, content, experience, innovation, administrative, and/or open team work (eXtension designation) as part of the format.
  - Monday evening – Reception
  - Tuesday/Wednesday – Full Presentations
  - Thursday AM – Final morning of presentations
- The thought for the conference is to provide attendees with the opportunity to build competencies, be expose to content subject matter of interest, experience the content in some kind of fashion, and then have some time to innovate together.
  - In St. Paul, attendees
  - If we want to have a track that people follow, utilize NUEL’s five focus areas through the different portions of the conference (competencies, content, experience, innovate) so that those focus areas do not directly compete with themselves throughout the conference and then utilize the administrative track to focus on regions and their top priority focus area.
  - In the past, there was a pre-conference for administrators that may also be helpful to build on engagement with administrators with an ask.
  - NUEL has piggybacked on these conferences and usually meet a day before the conference and hosting a pre-conference meeting may be a lot.
- Ideally, it would be great to have the administrative track outlined to highlight in the NEDA October 2018 meeting to engage those to attend the conference that would provide an opportunity to network/discuss with external partners. In St. Paul, there was perhaps 5 regional directors that participated all or a portion of the conference. Opportunity to walk away with new partners and perhaps external funding.
- New Farm Bill will be released in 2019, in theory
- Experience does not include a tour, perhaps more presentations or some break time so that additional presentation time could be allotted
- New audience and/or partners to speak and engage LGU in the city regardless if it is Extension and this could be throughout the conference or embedded in the administrative track. There was also comments that it is an Extension conference and that we should have Extension at the forefront. Perhaps, as part of the call for abstracts, have a section on partnerships and provide points towards the abstract. Registration could also include a one-day guest registration for partners of Extension that could
- The conference is an opportunity for professional development for all attendees and that we should have a high standard for selection of presentations to ensure that professional development.
- Innovation track – is this a designation? are we training facilitators? A caucus member to attend a designation to represent NUEL on these teams?

#### NUEL Activities/Responsible Parties

- NUEL Focus or Ask: Building membership/engagement through NUEL whether through the regional caucus, action teams, etc. and create messengers to go back to their respective universities to participate or at least increase awareness. (*Action Team Task*)
- Parking lot of urban programming- utilization of the success stories as that parking lot and release short eNewsletters to a listserv to help with the promotion the conference and sharing urban programming/projects that are occurring across the country.
- Audience – Extension professionals, collaborators, potential partners, Extension leadership councils, and other leadership councils. (*Steve volunteered to assist in exploring those leadership councils across the nation to identify the audience*)
- Administrative Breakfast for the Extension Directors
- Regional caucus breakfast that was also held in St. Paul to utilize for a face to face but perhaps consider break out rooms for this for buffet breakfast so that we can have control of noise level as well as being effective to reduce the bit of chaos that occurred in St Paul.
- Reception (*Jody volunteered to support the reception planning*)
- Leadership Award will be covered by the Strategic Alignment Action Team (*Jody/Anthony*)

#### Themes

- Innovation in the City – A Land Grant University Experience

#### Funding

- NUEL in the past has provided \$5,000 in contributes to support the reception
- In the past, we have asked universities to provide \$500-1,000 to support NUEL's contribution. In the Atlanta conference \$10,000 was received, and in the St Paul conference only just over \$5,000 was receive with some negative comments. The action team should also consider these activities.
- Responsibility? *Action Team with support of the steering/executive committee*
- Sponsorships?

*Outcome: Brad has the commitment he needs to lead the planning committee and will need follow through from those who have volunteered listed above, the new action team to be developed, and the steering committee.*

*Outcome: Regional caucuses will be asked to advocate at home and engage members in the caucus to attend the regional conference.*

*Outcome: National Conference Action team will: identify the target audience, plan the NUEL reception, plan when the award will be announced (Jody/Anthony's action team will lead the nominations for the award and identify the awardee), build sponsorship, identify breakfast opportunities for caucus or administrators, assist with the theme and administrative track of the conference.*

*Outcome: The conference will be held at Motif at 1415 5<sup>th</sup> Ave, Seattle, WA on May 20-23, 2019 and the conference website is [www.destinationhotels.com/motif-seattle](http://www.destinationhotels.com/motif-seattle).*

**December 13, 2017**

**Patrick called the meeting to order**

**Epsilon Sigma Phi Presentation by Rusty Collins**

The mission of Epsilon Sigma Phi is to foster standards of excellence in the Extension System and to develop the Extension profession and professional. Since Epsilon Sigma Phi was established in 1927 at Bozeman, Montana, members have worked to strengthen the impact of the Extension System's ability to address needs of individuals and communities through research based education.

ESP is one of the oldest and is the largest organization of Extension Professionals. Epsilon Sigma Phi is an equal opportunity/affirmative action organization. The organization values and seeks a diverse membership.

Membership is open to those Extension personnel (including Administration, University and County based Professionals) and retirees who exhibit excellence in Extension programming. Membership is established through state chapters that are chartered through the national organization. With members from all aspects of the Extension system, members have an opportunity to network with members from all of Extension regardless of subject area or position.

ESP is very involved with JCEP, PILD, etc. and provide opportunities to network at a large scale. ESP provides opportunities for posters, presentations, awards, and scholarships that support Extension professionals through additions to promotional packages and support for traveling to attend conferences. There are also affinity groups, free to participate, is a subgroup of the overall membership to focus on topics to support one another in this focus area. Rusty would like to see the development of an Urban Affinity group which would also provide opportunities to increase engagement in urban initiatives. ESP also has an array of activities that are happening throughout the year that all are encouraged to reach out to their state chapters to participate - <https://espnational.org/files/Calendars/2018Calendar.pdf>.

*Outcome: Those interested in learning more about ESP are encouraged to visit <https://espnational.org/en/> and connect with your ESP state chapter. Memberships dues are only \$60/year and at times, universities/county offices will cover the dues to engage in ESP. Please contact Rusty if you have questions or would like to*

*Outcome: Rusty will create an Urban Affinity group through ESP as requested by NUEL and those representatives that are current members of ESP will participate in the Affinity group. NUEL members that join ESP, also requested to be added to the Affinity group.*

**Success Stories/Impacts**

Previously we had a success story impacts form that the Communications Team created to populate stories via word of mouth of those engaged in NUEL. As we learned about the National LGU Impacts Database hosted by Texas A&M, our success story form was updated to be reflective of the requirements to the National Database and utilize the urban keyword that was developed.

The form is available to download on the NUEL website and everyone is encouraged to submit stories as well as encourage Extension professionals in their states that are working in urban communities to submit projects, programs, trainings, and/or workshops to NUEL. The form provides a step-by-step direction of

information and how to submit the form. The form is located in the Focus Area sections of the NUEL website and anyone can download the form.

Chris O. shared a 2017 impacts document reflective of the stories that were submitted/published in 2017 which included a total of 11 stories, 9 of those brand new and the others were updated old stories. There is still a push that needs to occur for old stories to be updated by others to reflect the new form NUEL has developed. During the Denver 2016 meeting, Rosana shared with the group steps of how to grow the success stories submission by providing roles for regional caucus members to develop a peer-reviewed journal that could be released/shared at the national conferences.

Recommended utilizing the success story form as a call for abstracts or use the abstracts approved for the next National Urban Extension Conference as conference proceedings.

*Outcome: All NUEL members here are encourage to not only themselves write stories, but share the form with other Extension professionals to submit stories to NUEL.*

*Outcome: Brad to consider how to utilize the success stories in the 2019 conference.*

*Outcome: Patrick to provide Rosana with an updated list of participating universities in NUEL to update the website to be reflective of those members.*

### **Other nuts and bolts**

The next meeting in May is due to go to the Northeast Region. North Central and the Southern Region are planning to host a regional meeting in May. Week of the 21<sup>st</sup> is the National 4-H conference that is being hosted in Baltimore. Brad suggested that perhaps, for efficiency purposes, that if the North Central is hosting in St. Louis in May that to leverage the fact that the North Central is already flying to a meeting, that we can piggy back a NUEL meeting to their conference.

*Outcome: Manami is tentatively agreeing to host in Baltimore City, MD but will need to review options for consideration and ability to host. Alternatively, New Jersey will plan to host.*

*Outcome: Jody and the North Central Region will identify dates (Week of the 7<sup>th</sup>-18<sup>th</sup>) in May by January 25<sup>th</sup> for the Steering committee to vote on.*

### **Steering Committee Succession Planning and Engagement of Others**

Bylaws have had minor changes to the Membership Organization (all Extension professionals are able to participate in NUEL), NUEL Steering Committee (more responsibility will be placed onto the caucuses and past chairs/regional leaders fulfill a support to new chairs), Length of Time for terms and approvals from the Extension Directors, Name Change of Committees, and Amendments of the action teams (responsibilities and reporting to the Steering/Executive Committee).

*Outcome: NUEL is not a committee to ECOP as its current structure.*

*Outcome: Votes were held on changes, Brad recorded those votes via acceptance of the track changes made to the bylaws. Please refer to this document for the final outcome of all votes/changes to the bylaws.*

*Outcome: 9-14 Executive Directors*

## Reflections

For those new to the group, what are your takeaways from this meeting? What did you like or didn't? Would you come back? What would you have hoped for or what could we have done in advance to support you to attend these meetings in the future?

- Name plates would be helpful to have for all. Not sure what to tell local
- Procedures was painful but interesting to hear and learn about NUEL's structure
- This was a good orientation and that this group exists
- Having new people come in just to this type of meeting can be frustrating but working through the regional caucus would provide familiarity to the work going on in NUEL, regardless of having an orientation or providing supportive material up front
- Communication to administration
- Embody the change you seek and recognize the structure of Extension work into how urban partners function/communicate
- Formal report outs from the regional caucus and provide face-to-face time is helpful to interact within the region but also learning from other regions to the work that they are doing

Outcome: Chris O. and Rosana will work on a memo that those who attended this meeting can utilize to report back to each state's administrators on the outcomes of this meeting.

## Adjourn