CCE Summer Internships Open to All Undergrads

Since 2007, CCE has collaborated with CALS and CHE to place undergraduate students in CCE’s offices throughout New York State. In coordination with the Office of Engagement Initiatives (OEI), Chris Watkins launched an expansion of the program this year to include 2019 summer placements for all undergraduate colleges.

For the first time, some of the CCE Summer Internships were opened to all non-graduating Cornell undergrads. The opportunities for students to collaborate with New York state communities during the summer of 2019 included:

- Akwesasne Inclusion and Linguistics Integration with CCE Franklin
- Breaking Down Language Barriers To Promote Quality Early Childhood Care and Education with CCE Oneida
- Nutrition Sustainability Program with CCE Warren
- Poverty Stoplight with CCE Chemung
- Rockland County Garden Projects with CCE Rockland

The investment by the Office of Engagement Initiatives has allowed undergraduates from the College of Arts & Sciences, the SC Johnson College of Business, and the College of Architecture, Art, and Planning, to participate alongside their CALS and CHE counterparts this summer. This program is designed to advance community-engaged learning of undergraduates and provide mentorship opportunities via faculty and regional/county-based educators in CCE offices.
Other Engaged Cornell projects (sample) featuring CCE associations that were funded this spring include:

https://engaged.cornell.edu/recipient/cornell-raptor-program-assessment/
https://engaged.cornell.edu/recipient/hudson-valley-catskills-landscape-design-collaboration/
https://engaged.cornell.edu/recipient/research-laboratories-on-the-move/
https://engaged.cornell.edu/recipient/bolstering-the-new-york-dairy-industry/

CCE Sexual Harassment Policy

Cornell Cooperative Extension issued the Sexual Harassment Policy 403 on November 20, 2018. This policy responds to the newly released New York State Labor Law 201-G that requires employers adopt a sexual harassment policy. In addition to that, annual training is required for all employees. **If your board has not done so, please adopt the policy as soon as possible since this is a legal requirement from New York State.**

As a member of the board, you are a part of the governing body that will support and enforce the policy. We recognize that you are an integral part of the success of our sexual harassment prevention effort and would like to share with you a list of initiatives that have been implemented in the system.

A [Sexual Harassment Resource Page](https://engaged.cornell.edu/recipient/hudson-valley-catskills-landscape-design-collaboration/) is available on the CCE Board Toolbox. The site contains New York State issued resources, along with venues to file a report. To date we have addressed this need by:

1. In January at the Executive Leadership Conference, Jim Sheehan from NYS Charities Bureau, who has been integrally involved in numerous investigations including high profile cases of sexual assault and abuse, was invited to do a presentation on sexual harassment prevention for all of the executive directors. In April training was available for employees through the CCE System Conference.
2. On June 6, 2019, CCE released the web-based NYS compliant sexual harassment training through CU Learn. All employees (regular, part-time and temporary) will have access. The training completion is tracked via CU Learn and supervisors can monitor the training record of his/her direct report.
3. Plans are in place to develop additional volunteer training materials and will be available soon.

As you will see from Policy 403, employees will be able to file a report internally and externally to CCE. Board of Directors are specifically identified as a party that receives policy violation reports (on page 4 under Reporting Policy Violations section and page 7 on Sexual Harassment Reporting Form).

If you have any questions, please do not hesitate to contact Sarah Dayton at sfd3@cornell.edu.

Strategic Planning Update

The strategic planning process kicked off in December 2016, with a year-long needs assessment through 2017, and implementation planning in 2018. This year, we have seen the fruits of this work begin to show, and we will continue to build on this foundation into the coming years.
Eskedar Getahun, with support from the strategic plan committee and others, managed and led this work, with an emphasis in the past year on giving structure and guidance to various committees to move forward the multiple initiatives that have come from this process – high level summary of this is below. At the end of May, Eskedar transitioned out of the full and part-time roles she has had with Extension Administration - having transitioned the implementation of the strategic planning work to committees and other individuals - and into a limited, project- specific consulting role, as needed. Eskedar will be greatly missed!

**Innovation Awards**
- Most reports will be received by the end of this month.
- Innovation Award Showcases – first two Zoom webinars will happen this month, and will continue as more reports and feedback come in
- Committee has selected a blog platform that will provide an opportunity for more discussion/sharing around awards

**Supporting Associations in diversifying funding streams**
- Sarah Dayton and Chris Watkins are planning building capacity within Extension Administration to support more of this work

**Supporting Associations’ abilities to work on their own strategic plans**
- Committee completed the resource document which is [here](#).
- The committee is working with IT to create an interactive tool which will be complete in early 2020.

**Communications**
- R.J. and Katie are working on system-wide communication planning.

**Campus-County Connections**
- Eskedar will connect with awardees who had Innovation projects in this area to see if Extension Administration can scale/support these.

You can follow further updates regarding the CCE Statewide Strategic Plan [here](#).

**Extension Administration Communications Team Update**

**CCE Communications Support Network**

The Extension Administration communications team is in the process of designing a system-wide communications support network. They are currently working with executive directors and communications staff to assess communications needs. More information about this effort will be shared at the Executive Leadership Conference in September.

Latest stories and multimedia:
- [Podcast explores role of identity in youth engagement](#)
- [Can-do: Cornell, Extension help NYS vintners test their metal](#)
- [Innovations in New York State Maple (audio)](#)
- [CCE podcast Taps the New Sweet Innovation of NYS Maple](#)
- [4-H Summer Camps: What’s new, tried & true (audio)](#)
• Urban Ag series:
  o Urban expansion: Cornell specialists grow agriculture in cities across New York
  o CCE sows seeds to grow urban agriculture
  o Growing Urban Agriculture in New York City (audio)
  o Cooperative Extension podcast talks farming in NYC

Communications Track Sessions at the System Conference:

Over 180 staff attended communications track sessions at this year’s CCE System Conference. Recordings of these sessions are now available and can be viewed at the following links.

• Think Outside the Selfie by Charlie Pane, CCE Rockland
• Social Media: A Simplified Approach by Tara Kleinhans, CCE Ulster
• Delivering Online Nutrition Education through Facebook by Kari Lamkins and Jordy Kivett, CCE Clinton
• Podcasting Essentials by Katie and Paul Treadwell, Extension Administration.

Did You Know?

As part of Cornell University’s oversight role under County Law 224 and formalized in your BR agreement with campus, your State Extension Specialist serves as a non-voting board member for each Association they work with and, as such, should be included on all communications to the board. If you have any questions about this, contact your State Extension Specialist.

June Executive Leadership Conference (ELC) Recap/September ELC Save the Date

The June Executive Leadership Conference took place from June 3-6th at Beaver Hollow Conference Center in Java City, New York. The retreat theme was “Telling Our Story,” and we had an exciting line-up of activities and speakers to support this theme. John Noltner of the A Peace of My Mind project joined us to help think about our own personal stories in Extension, and Andy Goodman of The Goodman Center helped us think about effective storytelling and communications in support of the work that we do. Our internal team of RJ Anderson and Katie Baildon outlined what they have in store for expanding our capacity and our University partners highlighted the robust collaboration they have offered to our system.

Above and beyond that, we invited Executive Director this unique opportunity to unplug, unwind, and connect with their peers. All of the wellness options that were provided either through the venue or from outside guests were optional, but we saw a great turnout of participation.

Our next Executive Leadership Conference (ELC) will be September 25th and 26th at the Statler Hotel on the campus of Cornell University. This ELC will be the conference which Executive Directors and their board presidents will be invited to participate in the two day program. More details to come in the near future.
Nominating Committees

Extension Administration recommends that boards form their nominating committees if they have not already done so. Nominating Committees typically involve 5 members, a majority of whom are not currently on the board. They function to find new board members, sustain the work of the board, and meet the diversity needs of the board. New members are elected at the Association annual meeting in the fall. A minimum of a few committee meetings is usually necessary to determine the board membership needs, solicit nominations, meet with potential candidates, and prepare for elections at the annual meeting. More information is available in your Association Constitutions or in the fact sheet on the Board Toolbox here.