January Executive Leadership Conference Recap

The January Executive Leadership Conference took place in Albany on January 22nd and 23rd, 2019. Our Association’s Executive Directors grouped up into teams and went to The Empire Plaza, on Tuesday, to meet with Senators and Assembly members as well as their staff and aides to advocate for a $4 million dollar increase of County Law 224 funding for a total of $8 million. The system collectively made 102 visits, took 50 photos with elected officials and live tweeted throughout the visits. It was a successful day for CCE to have a presence in Albany with our elected officials. Associations staffed displays in the main Legislative Office Building hallway entrance to showcase CCE’s programs.

On Wednesday, speakers included Julie Suarez with legislative updates, James Sheehan from New York Attorney General’s Charities Bureau on sexual harassment law and investigations, Shelly Callahan from the Mohawk Valley Resource Center for Refugees, Dr. Keith Tidball on biosecurity, and CCE Director Dr. Chris Watkins with Extension updates.

Updates from the Extension Administration Communications Team

NYS Impact storytelling
The Extension Administration communications team has been working with the University Relations office on an initiative to tell the story of Cornell and CCE’s impact throughout the state. The most recent CCE stories are linked below. See more stories from the ongoing NYS Impact series at ny.cornell.edu.
Cooperative Extension takes its message to Albany
Cornell expertise helps deliver clean, safe water to NYC
Cornell Farm Ops sets up NYS veterans for success

New multimedia showcase: multimedia.cce.cornell.edu
Tune in and share the sights and sounds of Cornell Cooperative Extension with this new collection of the latest audio and video highlights from across NYS!

“Extension Out Loud Podcast:” Season 3 underway
In the first episode of season 3, Julie Suarez, associate dean of governmental and community relations in the College of Agriculture and Life Sciences (CALS), joins CCE hosts Katie Baeldon and Paul Treadwell to discuss the farm bill’s potential impact on areas such as New York’s dairy industry, nutrition policy, urban farming, industrial hemp and applied research. In the coming weeks, season 3 of “Extension Out Loud” will feature conversations on urban agriculture in New York City and Buffalo, maple production trends, and Cornell’s role administering the Program for Research on Youth Development and Engagement (PRYDE) in New York. “Extension Out Loud” is recorded and produced by CCE administrative staff on Cornell’s Ithaca campus. Full episodes, descriptions and transcripts of each episode can be found online. Episodes can also be streamed on iTunes and SoundCloud.

CCE System Conference 2019: Keynote Speaker Announced!

Danae Wolfe, educational technology specialist from Ohio State University Extension Ed Tech, will share: “Plugged In: Digital Engagement for 21st Century Extension Success.” She will cover why it’s vital for Extension professionals to take a leadership role in digital community engagement to broaden Extension’s reach, diversify audiences, and deepen community impact. The CCE System Conference will take place April 9th through April 11th, 2019. The CCE System Conference is a three-day dynamic event designed to bring together CCE staff (physically and virtually) from across New York State to share the results of their work in extension. Though both live webinars and accompanying offline activities participants will build a deeper understanding of the CCE system and campus county program opportunities.

Sexual Harassment Policy Update

New York State released the new sexual harassment prevention requirement pursuant to Section 201-g of the Labor Law in October of 2018. Per the requirement, CCE issued the sexual harassment policy 403 and required associations to adopt as a compliance policy. All employees must receive a copy of the policy in writing or electronically. New York State also requires all employee to receive sexual harassment prevention training before 10/9/2019.
Training materials for employees and volunteers will be released in the near future. For questions, please contact cce.humanresources@cornell.edu.

CCE Opioid Initiative Update

Extension Administration recently offered two opioid trainings to the system for Associations interested in aligning with the response to the opioid epidemic in their county. The first training was January 8th and 9th at the Desmond Hotel in Albany and the second training was offered February 12th and 13th at the Doubletree by Hilton in Syracuse.

Featured presenters included: local harm reduction organizations, family support navigator programs, clinical health services, criminal justice/treatment court judges, Cornell faculty, county level coalitions, as well as policy presenters from NY Department of Health, the Substance Abuse and Mental Health Services Administration (SAMHSA) as well as the USDA/NIFA. Approximately 60 participants from 24 Associations participated in the training.

Additionally, CCE has created an Opioid Program Work Team (PWT) to continue the dialogue of CCE’s role in the opioid response within NY State. Co-chairs of this PWT include Elizabeth Day of Project 2Gen at Cornell, Anna Steinkraus of CCE Tompkins and Jared Buono of CCE Ulster. The next Opioid PWT is March 19th at 10:00am via zoom. For more information or to join the Opioid PWT listserv, please contact Adam Hughes, ath66@cornell.edu.

Upcoming Deadlines

March 31st is CCE year-end, which includes financial close steps as well as the completion of tasks related to CCE Administration’s oversight of Associations. If you have not already done so in your Association, make sure that the following have been/will be completed prior to March 31st:

- Year-end checklist signed off by Executive Director (includes finance, human resources, risk management items)
- BR (contract with Cornell) and AR (contract with your county) agreements approved and signed by your Board President; Executive Director to upload these to our Business Systems
- AADIP (Affirmative Action Diversity Inclusion Plan) – all Board and staff should be familiar with this document and how your Association will operationalize the philosophies and values behind this. This needs to be updated each year and voted on by the board. Successful practice: a year-round process led by key staff and board members to take a deeper dive into the Association’s diversity across multiple platforms – staff, volunteers, program participants, board and board committees, etc. – with results being incorporated into the work of the nominating committee, staff, and hiring managers.

Finance

Monthly Financials: Because of year-end close, the process to close monthly financials does get delayed this time of year. It is not uncommon to be two months behind, although this should catch up by March or April in most Associations. The reports that the full board should receive include:

- Statement of Financial Position (Balance Sheet)
FASB: The Financial Accounting Standards Board released new requirements for financial statements, to include a change in restricted accounts, report content, and cash flow liquidity ratios. Our SBN Finance Leads have been working diligently behind the scenes to create tools to support compliance with this standard. All Associations must comply with this and should contact their SBN Finance Lead for information.

Save the Date

Executive Director Retreat
June 3 – 6, 2019
Beaver Hollow Conference Center, Java Center, NY
Executive Directors are expected to attend and participate in this retreat.

Executive Leadership Conference
September 25 – 26, 2019
Statler Hotel, Cornell University
Please join us for a statewide leadership conference of Executive Directors, Board Presidents (or designee), and campus leaders for an opportunity to share system initiatives, build skills, network, and celebrate our successes!

Board Resources

General: Numerous resources for your Board can be found on the Board Toolbox.