SEPTEMBER EXECUTIVE LEADERSHIP CONFERENCE (ELC) – REFLECTIONS ON LEADING AND THRIVING

Confidence. Competence. Courage. Calm. Those four tenets of leadership were shared by ELC closing speaker, Gwen Webber-McLeod, who provided an insightful and impactful framework for leading and thriving through change. Gwen’s presentation capped off two days of interaction with CCE Executive Directors, Board members, CCE Administration staff, and campus partners. The research and tools she provided helped conference attendees reflect upon the presentations they heard and inspire them to lead their teams through the challenges they face.

Conference sessions included topics relevant to managing Associations, to include risk management, Open Meetings Law, and compensation. Board members dove into content with CCE Tioga Board member, Dick Orth, on the critical roles and responsibilities of governing boards. Executive Directors engaged in a half-day workshop with Jeana Marinelli on implicit bias, based on the book The Person You Mean to Be, written by Cornell alumnae Dolly Chugh.

Aside from the content provided through workshops, ELC attendees enjoyed the celebratory perennial Internship Reception where they heard overviews of work achieved by Cornell students who were placed with CCE Associations during the summer. We also celebrated this year’s recipient of the Friend of Extension award, NYS Agriculture & Markets Commissioner Richard Ball, who has spent a lifetime promoting agriculture and has wonderfully cultivated a strong partnership with CCE in his current role.

Presentation materials from the conference can be found online at: eLC.cce.cornell.edu. Next year’s ELC with Board Presidents and designees will be held Wednesday, September 16 and Thursday, September 17 at the Statler Hotel on campus.

Feedback survey results can now be reviewed here.
CCE VISION: FINANCIAL SYSTEM

CCE Finance Standardization

As you may know, our association finance staff have been upgrading and standardizing the project codes for all associations. This process allows for region-wide standardized reporting and a standardized format for account codes that allows us to move forward with a new financial system. We have 16 associations left to go before completion. Many thanks to the finance staff and executive directors for facilitating this process. Great progress!

New Financial Software Coming to CCE in 2020!

In June 2019, Cornell Cooperative Extension opened the call for proposals for a new financial software. Our Request for Proposals (RFP), created with input from CCE EDs and finance administrators across the state, Extension Administration staff, and campus partners resulted in two proposals being selected as potential best fits for our organization: Sage Intacct and Acumatica. Either of these options will be a big step forward in providing a robust system to ultimately reduce workload on finance staff, better integrate information and processes, and increase ease of access to critical data and reports for decision-making for our Executive Directors, Boards and program staff.

The solution providers Maner Costerisan for Sage Intacct and Prelude Consulting, Inc. for Acumatica were invited for a product software demonstration on the Ithaca campus on September 5-6, 2019. These initial presentations were made available by Zoom to the System ACCPAC users. At the end of each presentations, many of the Zoom attendees provided additional feedback by completing an online evaluation of the software.

Both Maner Costerisan and Prelude Consulting were invited back for another onsite meeting to address the functional issues and gaps emerging from the software demonstration using CCE data that had been provided to them. A smaller group consisting of Sarah Dayton, CCE Associate Director, Pamela Mattone, CCE Manager of Finance and Budget, and Rhodora Seymour, CCE Finance Data Analyst from the Extension Administration, and Betsy Klug, Donna James and Roxanne Churchill from CCE associations. Maner Costerisan and Prelude were generous enough to conduct a hands-on trial of the system on a sandbox environment aside from addressing the requested changes to the scope of the original RFP to include solutions that would enhance the future of the system. Both companies extended the test environment access to the rest of the SBN Finance Leads and are in the process of giving the team
updated pricing on the changes. The team has scheduled interviews with current clients as part of due diligence. The final recommendation is expected to be reached by early November.

Next steps in the next weeks

- Pricing discussion
- Pricing comparison analysis
- Reference checks
- VPAT Report for Web Accessibility from the Software Providers
  Cornell IT Security Assessment Report
- Submission of Statement of Need and Project Charter Review, a Cornell IT Governance Framework requirement (upon selection determination)

Please note: In the next year, Extension Administration and the statewide team will conduct or arrange training on both the use of the new system and how to use the capabilities of the system and financial data for making effective plans and decisions for Associations. We are looking forward to enhancing capabilities across the CCE system!

ALL-HAZARDS PREPAREDNESS AND RESPONSE EDUCATION PROGRAM (APREP) PWT BRINGING DISASTER PREPAREDNESS AND RESPONSE PROGRAMMING TO CCE OFFICES

CCE Assistant Director Dr. Keith Tidball, Extension Disaster Education Coordinator Katherine Herleman, and the APREP Program Work Team members have all been hard at work developing new resources which will prepare CCE offices to offer resources to both the agriculture community and the general public in order to prepare for, respond to, and recover from natural disasters and emergencies. To receive APREP PWT updates and learn more about our upcoming events, please subscribe to our list-serv PWT-APREP-L@cornell.edu and follow @CCE_Disaster on Twitter. For more in-depth questions or feedback, feel free to schedule a meeting with Katherine mailto:kch227@cornell.edu.

Save the date for the following events and RSVP to disaster@cornell.edu if you are interested in attending upcoming events or learning more. More details will become available as we continue to expand the APREP website: eden.cce.cornell.edu.
CCE ADMINISTRATION INVESTING IN BOARDSOURCE MEMBERSHIP FOR CCE BOARDS

CCE Administration are pleased to share access information to BoardSource as a part of Extension Administration’s commitment to the leadership of CCE Associations. We are providing resources to help CCE board members become even more effective in their roles through BoardSource. Please share this information with your board members.

To get started, visit www.boardsource.org/CornellCooperativeExtension. Once you create your login and password, BoardSource will email you a link to complete the process and get started using the resources within BoardSource. Please do not share that URL on any public facing sites as it is only for CCE.

You can go to the following links to see the resources available through BoardSource:

- List of Resources
- Member Benefits Quick Start Guide

Thanks to Director Chris Watkins for investing in this resource to build capacity within our boards across the system!

UPDATES FROM THE EXTENSION ADMINISTRATION COMMUNICATIONS TEAM

The EA communications team has executed a new communications network structure that consists of 7 regional teams (based on the SBN regions) of staff who do external communications work with CCE. These teams will meet monthly using Zoom (Cornell’s web-based meeting platform). The first meetings occurred or are scheduled to occur in October. Quarterly, the meetings will be replaced by a system-wide communications professional development or training opportunity, the first of which will occur in December.

External communications is the strategic delivery of information about CCE’s programs and community impacts to target audiences outside of the CCE system such as former or prospective program participants, potential volunteers or employees, community partners, funders, and local, state, or federal lawmakers. There are a variety of print and digital mediums through which written content and multimedia content can be shared including news outlets, websites, email, snail mail, social media, mobile messaging and apps, and traditional marketing materials.
The strategic goals of this effort are:

- Leverage shared resources, content, and expertise to address time and capacity constraints
- Develop standardized external communications guidelines for system-wide use to 1) enhance the professionalism, and consistency of CCE’s public persona 2) Showcase the impact that CCE has on NYS communities
- Build skills around external communications platforms, tools, and initiatives through professional development trainings
- Identify and approach challenges as a group with representation from different programs and areas of the state with diverse needs
- Establish ongoing opportunities for peer networking through available technologies and EA resources

Latest Stories

- [Catskills Youth Climate Summit Kids Aim to Change the World](video) by RJ Anderson
- [Cornell program celebrates 50 years of nutrition education](by Stephen D’Angelo)
- [4-H’ers sample careers, college life at annual conference](by Stephen D’Angelo with photos by RJ Anderson)
- [4-H’ers prepare ‘rusty’ experiment for space station](by Blaine Friedlander with video by John Muson)
- [CCE podcast helps navigate industrial hemp issues](by RJ Anderson)
- [Ripple effect: Cornell helps restore Long Island’s shellfish](NY Impact feature story and video by Susan Kelley, Micah Cormier and Jason Koski)
- [Head of Ag and Markets hailed as Friend of Extension](by RJ Anderson)

Latest from the “Extension Out Loud” podcast

Cornell Cooperative Extension’s Katie Baildon and Paul Treadwell highlight the impact that CCE has on the daily lives of New Yorkers through engaging interviews with researchers, educators, and practitioners. Their wide-ranging conversations explore agriculture, food systems, nutrition, sustainable energy, youth development and more. Subscribe at extensionoutloud.com.

- [How’s it growing? New York State summer crop outlook]( - a conversation with eight CCE specialists]
• Specialist Spotlight: Mario Miranda-Sazo
• Hype or Hope? Cutting Through the Hemp Haze: 3 Part Series - featuring interviews with Cornell Hemp Team leader Larry Smart and NYS assemblywoman Donna Lupardo
• CCE Interns share stories of discovery – featuring interviews with 5 CCE summer interns

UPCOMING EVENTS:

December 5, 2019: Webinar - Overview of FEMA Emergency Support Function (ESF) #11 in NYS - Agriculture and Natural Resources and Introduction to the Incident Command System

This webinar will introduce the audience to the basics of FEMA ESF #11, which describes the current role of State, tribal, and local authorities and other Federal agency in efforts to provide nutrition assistance; control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation. Executive directors as well as agriculture and 4-H team leads are encouraged to attend.

January 21, 2020 - Webinar - National EDEN Resources Spotlight Series co-hosted with Cornell Cooperative Extension Introduction to Battery Energy Storage + Microgrids and Other Strategies for Community Resilience to Grid Disruptions and Power Outages. This webinar will introduce the audience to both low-tech and high-tech strategies and existing educational resources for communities and individuals to prepare for and respond to grid disruptions (solutions where local electricity stays on) and power outages (solutions local electricity is unavailable). Energy, Agriculture, and Nutrition team leads are encouraged to attend.

April 2020 - Strengthening Community Agrosecurity Preparedness Workshops for Central and Finger Lakes SBN's

The Extension Disaster Education Network (EDEN) Strengthening Community Agrosecurity Preparedness (S-CAP) program provides a foundation for local jurisdictions to address agricultural emergencies and disasters. The program began with planning workshops and evolved to include a train-the-trainer program, tabletop exercise, planning tools, and virtual and face-to-face stakeholder forums. The Central and Finger Lakes SBN's will pilot these two-day workshops in 2020 before the S-CAP's expand across all SBN's by 2021. Tentative dates are April 21-22, 2020 for the Central SBN (Onondaga) and April 23-24,
2020 for the Finger Lakes SBN (Schuyler). Executive Directors and at least one Association board member as well as Agriculture and Natural Resources team leads are encouraged to attend.

**June 6-9, 2020 - FEMA Virtual Tabletop Exercise - Disaster at the County Fair**

What would happen if there was a disaster at the county fair? And what if that disaster was related to livestock and companion animals? CCE has partnered with FEMA's Emergency Management Institute (EMI) to host a Virtual Table Top Exercise in several locations across the state TBD. The topic for the exercise is “Disaster at the County Fair,” and the situation manual was written through a collaborative effort between EMI and EDEN. The VTTX process involves key personnel from the emergency management community of practice reviewing a pre-packaged set of exercise materials then convening for a four-hour table top exercise discussing this simulated disaster scenario. The event allows the connected sites to assess current plans, policies, and procedures while learning from the other connected sites as they provide their perspective and practices facing a similar situation. Executive directors and at least one Association board member as well as Agriculture and 4-H team leads are encouraged to attend. Final dates will be determined by FEMA by April 2020.

**REMINDERS**

- Sexual Harassment Prevention Requirements: Please visit our Sexual Harassment Prevention Resources Page. Click [here](#).
- CCE Boards have access to our Board Toolbox. Click [here](#).
- Looking ahead to 2020: Perhaps you already have it on the calendar, but it’s never too early to plan for board orientation. You will soon be having (or have already had) your Annual Meeting and welcoming new board members; get them off on the right foot by offering orientation. Resources on the Board Toolbox; SES team often helps facilitate these as well. Invite your whole board and even give pieces of the agenda to tenured board members to help build camaraderie and reinforce the education to all members.
- Annual performance reviews for Executive Directors; it is an accreditation standard and best practice; contact your SES for guidance/support.