

The Ohio Joint Council of Extension Professionals (OJCEP)* is an organization dedicated to promoting the professional development of and providing ongoing support for the professionals of Ohio State University Extension. Membership is open to Ohio State University Extension employees who have an administrative and professional (A&P), faculty, or support staff (CCS) appointment.

Its work is primarily carried out by the OJCEP Board of Directors and several committees. The OJCEP Board of Directors is comprised of a president, president-elect, past president, secretary, and treasurer along with state presidents of ANREP, CES/TERSSA, ESP, NACAA, NAE4-HA, NAEPSDP, NEAFCS, and NACDEP.

The National Association of Community Development Extension Professionals (NACDEP) is an organization dedicated to improving the visibility, coordination, professional status and resource base of community and economic development Extension programs and professionals.

The NACDEP state president and president-elect give leadership to the NACDEP and OJCEP missions above via the responsibilities outlined below:

NACDEP Meetings

(Held at Ohio JCEP meetings, CD in-services, Extension Annual Conference)

Meetings are held in conjunction with the face-to-face OJCEP board meetings on campus 4-6 times per year. Typically, these are held over lunch in the Ag Admin Auditorium or other suitable location within the Ag Admin Building (CFAES Library room, for example), or the 4-H Center, wherever the OJCEP meeting is scheduled. Arrangements for distance accommodations can also be made if desired (e.g. Skype, Zoom, etc.).

Additionally, a portion of regularly scheduled CD in-services have been set aside for NACDEP-related business and updates. For these meetings, work with the AD to discuss specific needs, such as amount of time needed, preferred time of day, etc. Specific tasks related to NACDEP meetings include:

1. Coordinate development of meeting agendas to include national committee updates, program update with AD, reminder of membership renewal (in autumn)
2. Share meeting agenda with AD in advance of meeting
3. Provide meeting minutes to the membership
4. Record attendance (both in-person and via distance) and include in meeting minutes
5. Work with president elect to identify one or more individuals with interest in serving as incoming president elect (to be determined in autumn); submit nominee(s) to OJCEP president for inclusion in autumn OJCEP board ballot
6. Coordinate December annual meeting agenda (held in conjunction with Extension Annual Conference) with president-elect (and AD if needed); recognize incoming president and president-elect at annual meeting in December (this is the 'transition/turn-over' meeting where the president-elect becomes president and the newly elected president-elect joins the OJCEP board); outgoing president will submit an 'annual report' at this meeting. (See example report in Appendix I.)

NACDEP Awards

Awards are based on the national NACDEP Award categories and application deadline. Specifically, members should submit their NACDEP award applications to Ohio's NACDEP president for consideration. Ohio winners are determined and then informed of their award via the NACDEP president. Ohio winners are then encouraged to submit their award applications for regional and national NACDEP Award consideration by the required due date. Specific tasks related to NACDEP Awards include:

1. Communicate awards information (e.g. categories, deadlines, etc.) – track availability of National NACDEP Award info via NACDEP webpage (<http://nacdep.net>).
2. Request applications for Ohio NACDEP Awards when national NACDEP Awards call for nominations is made; invite members to forward their award application(s) to president at least three weeks prior to the due date; president forwards the applications to the AD. (See example email in Appendix II.)
3. AD coordinates selection of Ohio winners and forwards names to the president within one week of receiving.
4. President notifies Ohio winners at least two weeks prior to the national awards deadline, including winners' responsibility for submitting to NACDEP for regional and national NACDEP award consideration. (See example email in Appendix II.)
5. AD submits national Distinguished Career Award nomination; the Schindler Award winner announced in the previous December is automatic nominee; the nominee must be at least a 7-year employee in Extension.
6. Request/coordinate review of Schindler Award guidelines (nomination form, call for nominations process, etc.) at Winter/Spring meeting.

NACDEP Communications

The strength of the organization is largely dependent on the quality of the communications. As such, coordinating communications pertaining to all things NACDEP is a key responsibility of the president and president-elect positions. Key communication areas include regular meeting dates and agenda, upcoming conferences (e.g. NACDEP, JCEP Leadership, PILD, etc.), state and national awards, recognition, and event and organizational participation opportunities, etc.

Specific tasks related to NACDEP communications include:

1. Promote participation in JCEP-sponsored conferences: PILD held in Washington DC (typically in April) and Leadership (typically in February)
2. Recognize national NACDEP committee chairs and committee members; provide opportunities for these individuals to update the membership and encourage others to become more actively engaged in board and committee work of NACDEP
3. Discuss opportunity to serve as President-Elect in autumn; actively seek to identify interested parties for NACDEP leadership
4. Promote call for membership renewals to membership in autumn

5. Promote participation in statewide NACDEP events such as the Annual CD Homecoming Tailgate; work with AD/support staff to coordinate specific details for this event such as invitation lists, RSVP dates, etc.; include a 'report' of such alumni development efforts in regular NACDEP meetings and the annual written report (see template in Appendix)
6. Compile and assemble Annual Report of NACDEP Activities to be submitted for review in autumn (see template in Appendix); forward draft NACDEP Annual Report to membership for review and comment prior to submission to OJCEP president

Specific communications related to the NACDEP Annual Conference include:

1. Communicate upcoming NACDEP conference info including proposals submission deadlines, registration info and deadlines, conference dates and location, etc.; remind all participants of university travel policies including requesting T# prior to overnight travel.
2. Identify upcoming NACDEP conference attendees, presenters, and interest in an Ohio "night out" at the upcoming conference.
3. Track and report national conference participation, presentations, posters, awards, leadership (e.g. board members, committee chairs, committee members, etc.); communicate report to NACDEP membership, AD and Extension administration (i.e. Extension director).

* OJCEP was formed in 2012 when the membership of Ohio's Alpha Eta Chapter of Epsilon Sigma Phi (ESP) and the Ohio Association of Extension Professionals (OAEP) voted to merge.

APPENDIX I - Annual Report Template

**National Association of Community Development Extension Professionals (NACDEP)
2016 Annual Report
www.nacdep.net**

Ohio NACDEP officers, membership and meetings:

Godwin Tayese Apaliyah is Ohio NACDEP President and Laura Fuller, Ohio NACDEP President–Elect for 2017. Ohio NACDEP currently has 28 active members in 2016. 1 member (Frank Gibson) retired on November 4, 2016 and 3 members resigned their positions in OSU Extension.

Six meetings were held – 4 face-to-face and 2 via CarmenConnect with an average attendance of 8 members. Some of the topics discussed during these meeting included: State, Regional and National awards; applying to the national organization's executive to host the 2018 NACDEP national conference in Ohio (Cleveland); holding a tailgate event at the OSU homecoming game – an opportunity for members to network and have fun- and others.

Year	OSU Extension NACDEP Membership
2016	28
2015	32
2014	32
2013	25
2012	21
2011	19
2010	18
2009	39
2008	42

Awards: National and Regional award:

In all there were 5 posters and 9 concurrent session presentations made by OSU Extension Community Development team. Awards and Recognitions:

a. National award:

- Brian Raison won the national award for Educational Technologies

b. Regional awards:

- Cindy Bond, Nancy Bowen, Joe Bonnell, Joe Campbell, Myra Moss, Eric Romich for educational materials
- Joe Lucente for excellence in CD work
- Brian Raison for educational technology and distinguished career (honorable mention)

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2016 NACDEP Conference:

The 2016 NACDEP conference was a joint national conference held with ANREP (ANREP-NACDEP Joint National Conference). It was held at Burlington, Vermont on June 26-29, 2016. The theme was “*Building a Path to Resilience Uniting National Resource and Community Development*”. The following is the breakdown of participants from Community Development and OSU Extension staff and others who attended the 2016 National Joint Conference at Burlington, Vermont.

Unit	Number of Attendees
Ohio State University Extension (Community Development)	12
Community Development Emeriti (Ohio State University Extension)	1
Administration (Ohio State University Extension)	2
Non - Ohio State University Extension Community Development (4-H, ANR, & SENR)	3
Non-OSU Collaborators	4
Department of Agricultural, Community, Extension and Leadership (Graduate student)	1

List of formal contributions to the 2016 National Joint Conference

Posters:

Presenter	Title of Presentation
Nancy Bowen, Julie Fox, Becky Nesbitt	Ohio Tourism Industry Needs Assessment
Eric Romich & Mark Light	Fun in the Sun: Exploring the Power of Solar Energy
Myra Moss, Bill Grunkemeyer & Joe Bonnell	Building on Land Grant Strengths to Create City-Agriculture Collaborations
Cindy Bond & Cliff Little	What Happens When Energy Development Comes to Town

Presentations:

Bowen, Civittolo & Romich	Oil and Gas Boomtowns: A Process for Evaluating Economic Change
Cindy Torppa	Effective Conversations with Public Officials
David Civittolo, Darger (UMN) & Nancy Bowen	BRE Case Studies: A 30 Year Retrospective
Joseph Lucente & Orlando	Increasing Marina Resilience to Coastal Storms in the Great Lakes
Romich, Jones & Apel (Univ of AZ)	Bridging the Initiatives: Energy, Climate Science, Sustainability
Julie Fox	Competency in the City
Brain Raison & Hilchey (JAFSCD)	Professional Development Training and Certification Project
Joseph Lucente	Toledo Local Government Leadership Academy
Nesbitt, Davis & Argabright	Using a Futuring Process to Spark Innovation and Opportunity

NACDEP President & President-Elect Handbook – 2020 Update

2017 and 2018 NACDEP Conferences

The Theme for 2017 conference is “Big Skies: Bold Partnerships-Moving Mountains Together” The 2017 conference will be a joint conference with NACDEP and The Community Development Society and will be in held Big Sky, Montana on June 11 – 14, 2017. Ohio NACDEP will be hosting the 2018 CONFERENCE

National Officers, Committee Chairs/Members and 2017 Nominations:

- Julie Fox – 2015-2016 Board Secretary
- Nancy Bowen – 2016-2017 Board Treasurer, 2013-2016 Finance Committee Chair
- Brian Raison – Communications Committee Chair
- Public Issues Leadership Development (PILD) Representative: Laura Fuller

Three nominations were made this year for national offices for 2017 year. David Civittolo for President – Elect; Nancy Bowen-Ellzey for Treasurer; and, Brian Raison for north central board representative

Other Conferences:

- Public Issues Leadership Development (PILD) Conference: Laura Fuller
- 2016 JCEP Leadership Conference: No participation

APPENDIX II – Ohio NACDEP Award Email Samples

SAMPLE: Initial email to request submissions (update links, info, dates, etc. as needed). This email goes to entire Ohio NACDEP membership at least two weeks before nominations are due to Ohio president:

It's time again for NACDEP awards! With several award categories (see link below), there are plenty of opportunities to submit your work, either as an individual or team. Don't overlook work (completed during 2019) such as diversity initiatives, program flyers, newsletters, websites, interviews, scholarly publications, marketing materials, curriculum, articles, etc. Some categories can be under-represented, so you are encouraged to submit more than one application, and in more than one category. Awards make a difference in promotion!

Please visit the [NACDEP website](#) for complete award information, including award descriptions, sample nomination form, and nomination requirements (self-nominations are not accepted for some awards). Please follow the process below to submit nominations.

The application/award process is as follows:

1. Complete your nomination packet (in the link above), **but do not submit directly to NACDEP!**
2. Email COMPLETE pdf packet to me, (white.2811@osu.edu), by **noon, Friday, February 7.**
3. Applications will be reviewed, and Ohio winners will be notified by **Friday, February 14.**
4. Ohio winners for all the represented categories will submit to NACDEP for regional and national consideration by **Friday, February 28.**
5. Regional/national winners will be presented certificates/plaques at the NACDEP Annual Conference in Portsmouth, NH (May 31 – June 3).

I would greatly appreciate your letting me know if you are planning to attend the conference. Look for scholarship information and application soon in the NACDEP newsletter.

SAMPLE: Ohio award winner notification/announcement email (update links, info, dates, etc. as needed). This email goes to entire Ohio NACDEP membership immediately after Ohio winners are chosen:

Congratulations to our state NACDEP award winners:

- Excellence in CD Work: Individual (Lucente)
- Excellence in CD Work: Team (Alber Enterprise Center for Putting Elders First: Connections that Impact Ohioans in Senior Living Communities)
- Cross-Program: Individual (Alber Enterprise Center for Crossing Boundaries: Collaborating for Ohioans in Senior Living Communities)
- Educational Technology: Team (Fox and Gaston for Extension in the City Highlights)
- Innovation and Creativity: Team (OSU Extension CD for Raising Awareness and Expanding Our Reach Using a Weekly Blog)

Those listed above will need to complete and submit the nomination packet on the [NACDEP website](#) for regional and national consideration by **Friday, February 28.**