

IEEA ADVANCEMENT COMMITTEE RESPONSIBILITIES

The Indiana Extension Educators Association is uniquely positioned to identify barriers and opportunities to advance Extension as a profession. The goal of the Advancement Committee is to advocate for the professional well-being of IEEA membership.

Strategic Direction of the Advancement Committee:

- Survey the membership to identify opportunities and barriers for career advancement and satisfaction.
- Propose possible actions in consultation with the membership.
- Advocate for implementation of proposed actions or policies to Extension Leadership Team (ELT) via the IEEA Executive Committee.
- Collaborate with ELT and other IEEA committees to provide resources or training for identified needs.
- The committee has four officers; chair, vice chair, secretary, and advisor.
- The advisor is the immediate past chair.
- Each officer remains in a single position for a term of one year.
- After serving for one year, the secretary moves up to vice chair. Vice chair moves up to chair. The chair moves to advisor.
- The secretary is usually elected in the fall at Professional Development Conference.
- Quarterly membership meetings including PDC and Spring Conference are appropriate and encouraged as needed to progress on issues.
- Officers will hold meetings to plan and move action items forward between member meetings.
- The meetings are open to all IEEA members. Each area is encouraged to assign at least two Educators to represent their Area's specific needs and concerns.

Responsibilities of Secretary

- The minutes from each meeting are emailed twice to Educators. Once after the meeting and again, before the Spring Conference meeting or before PDC in the fall (whichever is next).

Responsibilities of Chair

- The director of Extension is contacted approximately one month before Spring Conference or PDC to meet with the committee to answer questions. If the director cannot come, the associate director of Extension is invited.
- The chairman of the committee reports at all IEEA Board of Directors meetings or sends a report. The chairman also reports to the membership at PDC and at Spring Conference.

Responsibilities of Vice Chair

- Preside over meetings if chair is not present.

Responsibilities of Advisor

- Serve in an advisory role to current officers, attend committee and officers' meetings.

why do we need to have this committee?

Future of Extension?
New opportunities
Advancement position opportunities - professional career advancement
Where is the potential?

IEEA – Advancement Committee Meeting

Minutes from Wednesday, April 13th at 1:00 pm – via Zoom

In Attendance: Chelsie Jaramillo – Chair, Bill Horan – Advisor, Brad Kohlhagen, Diana Stone, Rita Gillis, Robby Kelly, Julie Jones, Jennifer Haynes, Pandora Taylor, Cori Chatterton, Mandy Gray, Sarah Kramer.

Mission Statement Review: Chelsie shared screen, with IEEA Handbook (Adv. Committee responsibility - page 47). We read and reviewed our goals and responsibility, and discussed briefly. This is area that needs to be reviewed / revised? Given the change in the committees (ie. New Wellbeing Committee) – our committee role and responsibility might change.

Remote Work Status / Update: Bill gave brief history and update of past committee discussion and activity. It seems many Educators or CWCs are in a “hybrid” format or working flex-time, with a few days each week at home. Still seems to be a lot of inconsistency around state with Area Directors and CED’s regarding permission and latitude to work at home. The new cross-Area meetings will give us a chance to see how other around the state function.

Educator Funding: ELT has placed expectation on staff to raise funds (\$4,000 per person) to support their salary. This has become an area of stress for many staff members. Not much feedback or help in finding funds, that is feeling from many Educators. Some CWC’s have grant money / opportunities that might be able to be shared with Educators? Many counties do not have CWC’s, or know who is assigned to their county, or have not information on how to access this system (ie. Growing Together Grants)

* New! = IEEA Advancement Committee assignment: Help to prioritize new staff hiring options that Jason has proposed. What areas should we place the focus on?

* Options/positions include: 1. Policy, 2. Support for Instructional Design, 3. Grant-writers, 4. Program manager for small grants, 5. Cascade / website assistance, 6. Marketing support, 7. Other projects?

From committee vote (in chat), here are priorities (First, second, third):

Marketing support, Grant-writers

Cascade and website assistance, Grant-writers

Cascade and website assistance, Marketing support

Marketing support, Grant-writers, Instructional design

Instructional design

Cascade and website assistance, Marketing support, Instructional design

Marketing Support

Cascade and website assistance, Marketing support, Policy

Sooo... It looks like we ranked /prioritized these as follows:

1. Marketing support
2. Cascade and website assistance (1 and 2 are VERY Close)
3. Grant-writers

Other notes from this meeting: Chelsie has ability to edit and update the new IEEA website, so she plans to make this a priority so that it benefits the membership. Let her know your feedback, what to add, etc.

Meeting dates for the remainder of 2022: June ~~18~~⁸, August 10 and October 12.

That's all, folks!

Recorded by Bill Horan,

Advisor and temporary secretary.

IEEA – Advancement Committee Meeting

Agenda for Wednesday, April 27th

Time 1:30 pm – 2:30pm In-Person at the 2022 IEEA Spring Conference

Item Discussion—

- Welcome and Introductions ✓
- Review Minutes—April 13th Session ✓

- IEEA Advancement Committee Assignment
 - Review results from previous session
 - Gain additional feedback from members in attendance

Original Listed areas of focus:

- Policy – tracking and shrinking broadly
- Support for instructional design – free and internal ways to deliver curriculum
- Grant-writers – line management, needed but cost share issues
- Program managers for grants not big enough to hire a program manager
- Cascade and web site assistance
- Marketing support
- Other projects?

- Mission Statement Review
 - Continue discussion from previous April Session
 - See additional document

- IEEA Website Update

- Meeting dates for the remainder of 2022: June 8, August 10 and October 12 (Second Wednesday of Every Event Month)

- June 8th 1pm Zoom Information (will send out via email as well):
 - <https://purdue-edu.zoom.us/j/92818312362>

Frisk
Furthering
Position important
to hire for
for on board
Combine some
position areas

For support
structuring
modules
count
smaller
5. Large

Hub not useful
hard to find information
database needed

Future
planning needed
- more
efficiency

consistent
message

Consistency in information
what type? Platform? Branding? Agency?
much do you get out of it?
Communication w/ public on how Purdue is funded & why costs are necessary
guidance on how to choose, how

Top Choices #3

- web, cascade
- grants

- 1. Marketing 2. Instructional Design 3. Web / Cascade

- Grant Writing / PI - for free • Marketing / Branding support.

¹ marketing of internal info + external ~~needs~~ ^{needs}; ² grant resources ³ web

Grant Writing, staff training coordinator, Marketing

- 1. Instructional Design 2. Onboarding / Staff Training 3. Marketing Support

Grant writing for local areas, Instructional design, on boarding

1) Program manager 2) Grant writers 3) Cascade

1) cascade / website 2) grants 3) instructional design

1/ Instructional Design - Marketing Support - Cascade

1- Instructional Design - Policy (state/Regional) - Marketing
Beck Turner

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<u>Name</u>	Sign-In Sheet Advancement Committee Spring Conference 2022	<u>Email</u>
10 Bill Horan		10 horan@purdue.edu
20 Grace Thompson		20 gringer@purdue.edu
30 Dana Stanley		30 d1stanle@purdue
40 Abigail Creigh		40 creigh@purdue.edu
50 Debbie Mix		50 speters@purdue.edu
60 Susan Peterson		60
70 Stae Engleking		70 sengleking@purdue.edu
80 Abby Heidenreich		80 aheidenr
90 ODY EKWONWA		90 BEKWONWA@PURDUE.EDU
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120 Mandy Gray		120 Gray59@purdue.edu
130 Brock Turner		130 turnerbm@Purdue.edu
140		140
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170		170
180		180
190		190
200		200