



Colorado County Agents Association

from the mountains to the plains

CCAA

(Colorado County Agents Association)

HANDBOOK

Revised 5/09

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INTRODUCTION

What is the Colorado County Agents Association (CCAA) and why should I join? CCAA is a professional representative in affairs that concern the Extension profession. It represents extension agents to the extension administration, the University, the State Legislature, and other organizations in the State of Colorado. It reflects the opinions and desires of Colorado County Agricultural and Horticultural Agents. It can arbitrate grievances. It solicits appropriate change. It consistently works for the improvement of the profession and its professional image. CCAA provides a bridge to extension peers, nationwide through its parent organization, the National Association of County Agricultural Agents (NACAA). CCAA provides opportunities for professional improvement and award recognition in communications, programming and other extension activities. Last but not least, CCAA provides a social and networking forum.

2008- 2009 Dues: \$80

\$55.00 GOES TO THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

The National Association Provides:

- The County Agent Magazine
- Partial sponsorship of the NACAA National Meeting
- Travel expenses for National Officers and Regional Directors to conduct National Association business
- Distinguished Service Award and Achievement Awards that recognize agent service and accomplishments.

\$25.00 GOES TO THE COLORADO ASSOCIATION: This is used to provide:

Present a **Political Relations Award** to a member of the Colorado Legislature who is supportive of Extension Programs.

Present a **Friend of County Agents Association Award** to an individual in the state that has befriended Extension and its programs.

Pay for **partial expenses** of official delegates to NACAA Annual Meeting.

Pay **partial expenses** for the president of the association to attend and represent CCAA at the Western Regional Presidents meeting and the president elect to attend the PILD Program in Washington D.C.

Fund **miscellaneous expenses** to conduct CCAA business.

Colorado County Agents (CCAA)

WHAT HAS CCAA ACCOMPLISHED?

1. Played an important part in getting professional recognition for agents and changed the status to non-resident faculty of Colorado State University. CCAA is recognized by farm organizations, industry etc. as professionals.
2. Instrumental in establishing an Advisory Committee to the State Extension Director. This gives members a vehicle for providing direct input to the administration of Extension at the state level, as well for voicing suggestions, recommendations and changes that will make extension work more effective and efficient. Only a few states have this direct line to their Director.
3. Officers attend the Colorado legislature's Legislative Joint Budget Committee meetings and update the CCAA membership.
4. Played an important role of furnishing data to raise mileage expense reimbursement in some counties.
5. Helped change the leave status from annual to official for agents attending national association meetings as well as the National Western Stock Show and Colorado State Fair.
6. Was instrumental in initiating the health insurance coverage for Extension Agents in Colorado.
7. Association committees have played an important part in improving the effectiveness of Extension Agents.

Specific examples are:

- The formation of a political relations committee to keep abreast of laws passed which effect Extension.
- The formation of the 4-H Development Committee
- Changes proposed by Fairs and Shows Committee to the Colorado State Fair and the Colorado Pure Seed Show

8. CCAA Officers represent agricultural and horticultural agents at the NACAA national meeting.
9. Facilitates peer recognition through awards committees for excellence in professionally developed programs and sustained superior performance.
10. Provides program improvement through educational programs.
11. Provides scholarship opportunities for members. State association funded scholarships of \$80 are awarded annually for use toward professional improvement training. The amount of scholarships awarded each year may vary depending on resources.
12. CCAA sends \$40 to the national scholarship fund on behalf of members that have spent that amount at the annual CCAA auction. When a member has \$40 in their national scholarship account, has been a member of NACAA and the state association for 2 years and has the director's approval, they may apply for national scholarship funds. After a member has spent \$40 total (in one year or over a period of several years) money spent at auction is kept in the association account to fund member attendance at NACAA and extension- related conferences, state scholarships and the association's operating budget.
13. CCAA hosted the National County Agents Association Annual Meeting in Colorado Springs in 1986. This was the largest annual meeting ever held with over 2000 participants. CCAA assisted a peer association by sponsoring the Sunday evening meal at the 1994 National Meeting which was held in Casper, Wyoming and again in Albuquerque in 2003.

National and State Committees and Awards Programs

The application deadline for the DSA (Distinguished Service Award) and AA (Achievement Award) is November 1 to the state committee chair. Scholarship applications are due by June 1 to the state scholarship committee chair. All other CCAA award deadlines are March 15 to the appropriate state committee chair.

Professional Improvement Council

- Purpose is to develop and provide training for members in subject matter areas including:
Agriculture and Pest Management
Agricultural Economics and Community Development
Aquaculture and Sea Grant
Animal Science
Environmental Horticulture
Natural Resources

Generally, there are **professional improvement tours or seminars** awarded through this committee. In 2005, members competed for slots in each of the tours or seminars. **Members may also be selected to present papers at the national conference in these categories.** The information for these programs appears in the winter issue of The County Agent magazine. Application forms and other pertinent information is also available at the national web site, www.nacaa.com

Extension Development Council

- Purpose is to develop and provide training for members in these general areas of extension:
Public Relations and Agricultural Issues
Early Career Development
Administration Skills Development
Teaching and Educational Technologies
- Generally there are no awards through this program. Members may be selected to present papers at the national conference in these categories.**

Program Recognition Council

- Purpose is to provide recognition for members in an awards-based program. Included are these committees:
Communications (**13 categories**)
Extension Programs (**including Search for Excellence in Landscape Horticulture, Crop Production, Livestock Production, Farm Financial Management and Remote Sensing and Precision Agriculture**)
4-H and Youth (**Search for Excellence**)
Professional Excellence (**Poster competition in applied research or extension education**)
Public Relations (**Public Relations in Daily Efforts competition**)
Recognition and Awards (**DSA, AA and Pinnacle awards**)
Scholarship (**applications due to state chair by June 1. You must have contributed \$40 to the national scholarship program by June 30 of the previous year.**)

The information for these programs appears in the winter issue of The County Agent magazine. Application forms and other pertinent information is also available at the national web site, www.nacaa.com

Committee chairs are one year appointments. Committee chairs must first serve as the vice chair for one year. Vice chair appointments are made yearly at the annual CCAA meeting. In case of a vacancy, the opening will be filled as soon as possible.

A few words about these prestigious awards: DSA, AA and Pinnacle Award

The objective of these prestigious awards is to recognize outstanding accomplishments by NACAA members.

The **Distinguished Service Award** is presented to members who have served **at least 10 years** as a member of Extension, who have conducted outstanding programs, are held in high esteem by fellow workers, and are approved by the State Extension Director. They must be members of their State and National Associations the year they are selected. States are allocated DSAs based on each state's membership as of March 15 of the previous year.

The **Agriculture Achievement Award** is presented to members who have served **less than 10 years** as a member of Extension and have exhibited excellence in their field. Nominees must be members of the State and National Association the year they are selected and have the approval of the state Extension Director. States are allocated AAs based on membership as of March 15 of the previous year.

The Pursell Pinnacle Award sponsored by Pursell Industries, Inc. is presented annually to one NACAA member from the region in which the Annual Meeting is held. The award will follow regional rotation except in open years when the recipient could be from any state or region. This is a cash award. The recipient must attend the Annual Meeting to receive it.

NACAA Scholarship Information:

Purpose:

The purpose of the Scholarship Program is to maintain high standards in public service and education by supporting educational efforts of members of NACAA. Financial assistance may be granted to eligible Agents in the form of scholarships. These may be applied toward costs in undertaking an approved educational course, seminar, study tour, or similar program. Scholarships are intended: (1) to improve knowledge and skills of Agents (individuals or groups); (2) to benefit the public by increased knowledge; and (3) to maintain high educational standards in carrying out the Extension program of the USDA and the State Land Grant University Systems.

All scholarships granted under this program shall meet the following standards: Each applicant must be a NACAA member in good standing with their state association for the

past 2 years. Each applicant must have contributed at least \$40 to the NACAA Scholarship Fund or the NACAA Educational Foundation. Each application must application must be signed by the State Extension Director and submitted to the state Scholarship Committee chair by March 1. For more information, visit www.nacaa.com

National/State Committee Chair Responsibilities

The national committee system is arranged so that there are national and regional chairs for each committee. The state committee chair is responsible to the regional chair. The regional chair is responsible to the national chair.

If you are a chair for any of the state committees, your role is to promote the purpose of your committee to the state membership, make state members aware of deadlines associated with your committee, provide judging and forward state winners of your committees' programs to the regional program chairperson. In some cases, state chairs help with their committees' portion of the AMPIC (annual meeting and professional improvement conference). You may be asked to survey the membership on a specific topic or provide other feedback to your regional chair.

To learn more about specific responsibilities of the state committee chairs please visit the NACAA web site: www.nacaa.com. Click on "Committees", then click on "Program Recognition Council", "Professional Improvement Council" or "Extension Development Council".

Colorado County Agents Association Committees and Responsibilities

Life Members Committee (Should be a retired agent)

- Provide life membership to retirees
- Monitor life member roster

Auction Committee

- Organize, assemble and manage annual auction for scholarship support for CCAA.

Association Policy Committee (Consist of Past Presidents only)

- Monitors, advises, and updates membership an CCAA and NACAA policies

Canes Committee

- Order canes and present them to new members each year at the CCAA Banquet.

Audit Committee

- Reviewing accounting activities of CCAA records as required or requested.

Nominating Committee

- Nominate members for CCAA officer positions.

NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

2008-2009 Colorado State Committee Appointments

PROGRAM RECOGNITION COUNCIL

COMMUNICATIONS:

Chair: **Chair:** Tom Hooten

Vice Chair: Vacant

RECOGNITION AND AWARDS:

Chair: Tom McBride

Vice Chair: Vacant

EXTENSION PROGRAMS:

Chair: Marvin Reynolds

Vice Chair: Vacant

SCHOLARSHIP:

Chair: Bill Ekstrom

Vice Chair: Vacant

4-H AND YOUTH:

Chair: Dinah Peebles

Vice Chair: Vacant

PUBLIC RELATIONS

Chair: Dan Frenandez

Vice Chair: Vacant

PROFESSIONAL EXCELLENCE

Chair: Tom Fey

Vice Chair: Vacant

PROFESSIONAL IMPROVEMENT COUNCIL:

AG ECONOMICS AND COMMUNITY DEVELOPMENT:

Chair: Adrian Card

Vice Chair: Vacant

AGRONOMY AND PEST MANAGEMENT:

Chair: Scott Brase

Vice Chair: Vacant

ANIMAL SCIENCE:

Chair: Nick Striegel

Vice Chair: Vacant

HORTICULTURE AND TURFGRASS:

Chair: Thad Gourd
Vice Chair: Vacant

AQUACULTURE/SEA GRANT:

Chair: Dean Oatman
Vice Chair: Vacant

SUSTAINABLE AGRICULTURE:

Chair: Ed Page
Vice Chair: Vacant

EXTENSION DEVELOPMENT COMMITTEE

PUBLIC RELATIONS AND AGRICULTURAL ISSUES:

Chair: Tommy Covington
Vice Chair: Vacant

EARLY CAREER DEVELOPMENT:

Chair: Kurt Jones
Vice Chair: Vacant

ADMINISTRATIVE SKILLS DEVELOPMENT COMMITTEE:

Chair: John Deering
Vice Chair: Vacant

TEACHING AND EDUCATIONAL TECHNOLOGIES:

Chair: Mark Platten
Vice Chair: Vacant

LIFE MEMBER COMMITTEE:

Chair: Marvin Reynolds
Vice Chair: Vacant

CCAA State Chair Committees 2008-2009

Life Membership: Marvin Reynolds

Association Policy: **Chair:** Mary Small,
Vice Chair: Vacant

Cane: **Chair:** Dan Fernandez

Audit: **Chair:** Brenda Noakes,
Vice Chair: Vacant

Nominating: **Chair:** Bill Ekstrom.
Vice Chair: Vacant

Auction: **Chair:** Robbie LeValley,
Vice Chair: Vacant

Regional Representatives 2008-2009

Western Rep.: Dan Fernandez 1 year remaining
Northern Rep.: Tom Fey 1 year remaining
Southern Rep.: Bruce Fickensher 1 year remaining

2008-2009 CCAA Officers

President: Adrian Card
President Elect: Kurt Jones
Vice President: Ed Page
Secretary: Eric McPhail
Treasurer: Tommy Covington
Past President: Bill Eckstrom, Mary Small, Thaddeus Gourd

THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS (NACAA)

WHAT HAS IT ACCOMPLISHED?

1. Helped finance a case in Supreme Court that proved the County Agents were federal employees and eligible for federal retirement. Because of federal retirement costs and other factors all Cooperative Extension “new hires” are automatically enrolled in the Defined Contribution Plan (DCP) unless they are transferring directly from another agency in which they have coverage under a federal retirement system. Plans currently in operation in Colorado include:

PERA

Employees covered by PERA are a part of the statewide retirement plan that also includes state classified employees and other academic and general faculty at Colorado State University. Current contributions to the retirement portion of this plan include an 8% employee contribution and a 10.6% employer contribution.

Employees covered by PERA are eligible to retire with a full retirement annuity at age 55 with 30 or more years of service; or at age 65 with 5 or more years of service. Employees covered by this plan are also eligible to participate in other state benefits (e.g., health care, life insurance, long-term disability, etc.). As of May, 1993, all newly hired Colorado State University employees are no longer eligible for PERA participation.

CSRS

The Civil Service Retirement System (CSRS) is the “oldest” of the federal retirement plans. This plan is no longer available to a new federal employee, but CSRS employees transferring from another agency are eligible (in Colorado) to continue this coverage. Current contribution levels are 7% from employee and 7% from employer. Eligibility criteria for retirement annuity benefits include 55 years of age with 30+ years of service; 60 years of age with 20 + years of service; or age 62 with at least 5 years of civilian service. Employees covered by any of the federal retirement plans are eligible for other federal programs as well (health, life, etc.).

CSRS offset

This coverage currently impacts only 2 people on the Colorado staff and was a viable plan only when federal retirement plans were still being offered by Colorado State University Extension. Persons covered by CSRS offset generally have been re-hired by an agency that offers federal retirement coverage, they had at least 5 years of CSRS coverage as of 12-31-86 and they’ve had a break in service after 1-1-87. Employees can continue CSRS Offset coverage if they are currently covered by it and they are transferring to Colorado’s Extension.

FERS

The Federal Employees Retirement System (FERS) replaced the CSRS as the primary federal retirement system for all employees originally hired on or after 1-1-84. CSRS employees were given a one-time option to transfer to FERS during an open transfer period in FY 87-88. Colorado has discontinued offering this retirement option due to the expense involved. Benefits costs for a typical FERS employee can often exceed 30-35%, compared to state fringe costs of 19.3%.

DCP

The Defined Contribution Plan affects all newly hired Colorado State University employees. Under this plan, employees choose from two to three different companies to invest their retirement contribution. Employees are fully vested immediately.

2. Provides the Distinguished Service Award for recognition of work by County Agents.
3. Instrumental in getting financial support from private industry for scholarships, awards, tours, and etc., for agents.
4. Achieved recognitions from all Universities that County Agents are off campus faculty professionals.
5. Provides the Achievement Award for association members with less than 10 years service.

Summary:

The NACAA, with its corresponding committees, works hand-in-hand with the state association, and those on national or regional committees. Members who attend the annual meeting and professional improvement conference (AMPIC) meet and visit with the finest people in the nation including extension agents, senators, congressmen, governors and leaders of industry. NACAA has been the watch-dog nationally for increased salaries, higher benefits, retirement, recognition and other fringe benefits

COLORADO COUNTY AGENTS ASSOCIATION CANES

Since approximately 1940 the Colorado County Agents Association (CCAA) has welcomed new members with a cane at the Annual Banquet. The cane is a symbol of membership in CCAA and policy has requested CCAA members to carry their cane at the following events:

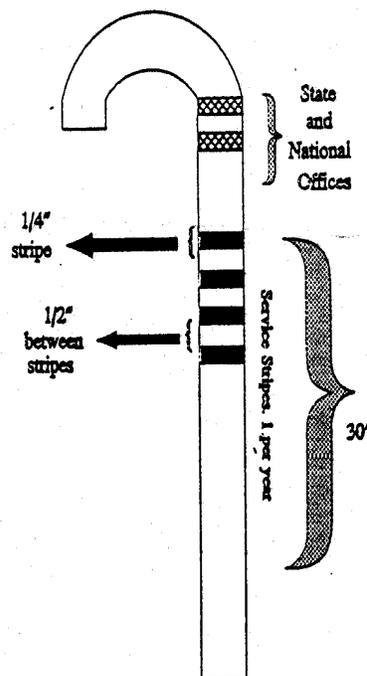
1. CCAA Annual Banquet
2. Other events where appropriate

The cane is a long standing tradition with the CCAA as a way to recognize both new and "not-so-new" members. Policy also states that members may mark their canes to signify participation and honors received during their tenure with CCAA.

Following are guidelines that permit a uniform system:

COLOR CODE:

Black -Years of Service
Red -Treasurer of State Association
Blue -Secretary of State -Association
Silver -Vice President of State Association
Bronze -President-elect of State Association
Yellow -President of State Association
Royal Purple -Distinguished Service Award
(to be substituted for black stripe
the year received)
Orange -National award recognition
White -Attendance at National Convention
(to be 1/4 inch wide and placed between
the black service stripes denoting the
year attended)
Green -Director of National Association
Silver -Vice President of National Association
Gold -President of National Association



On retirement an agent is to place a 1/2 inch gold band
1/2 inch below the last service stripe.

All stripes to be 1/2 inch in width, with the exception of retirement stripe.

(Canes will be more attractive and stripes will be protected if you apply a coat of spray shellac or spray varnish to the stripes.)

All new Agents are to receive a cane, compliments of the Colorado County Agents Association. This will be presented at the CCAA Annual Banquet. Questions and comments regarding canes should be directed to the CCAA cane chairperson.