

**DAC Minutes**  
**Wednesday, March 2, 2016**  
**University Square, Room 4**

DAC members in attendance: Judy Barth, Lori Bates, Jan Carroll, Jeff Goodwin, Laurel Kubin, Joanne Littlefield, Karen Massey, Eric McPhail, CJ Mucklow, Bill Nobles, Mark Platten, JoAnn Powell, Lou Swanson, Jennifer Wells, Ruth Willson

Absent: Robert Davidson, Claire Dixon, Jessi Fuentes, Dennis Kaan

**Updates on action items from December meeting:**

Laurel asked about the current mentoring program and the effectiveness of mentors. There was a concern that some mentors aren't mentoring new employees or doing a good job in that role. DAC was unclear on how effective the current mentoring program was.

**ACTION ITEM – Judy set up a subcommittee (Judy, Laurel Kubin, JoAnn Powell and Claire Dixon) to review other Extension mentoring programs. They will provide an update at the next DAC meeting.**

Judy reported that the committee members are Kali Benson, Laurel Kubin, JoAnn Powell, Claire Dixon, Robert Franklin and Jeff Pieper. The committee is researching what other states are doing and the committee wants to do a survey. Judy will be drafting a survey for the committee to review.

**Agenda items:**

Agents' Update

Western Region – Eric and Karen

1. Can the Office of Sponsored Programs help agents look for grants in their program areas? No, the Office of Sponsored Programs assists faculty/staff with the administrative management of awards/grants and ensures the funds are managed correctly contractually. There are two people in the Agriculture Business Center that do pre-award support for Extension grant proposals (Catherine Douras and Cliff Schulenberg). DAC discussed possibly having someone from Sponsored Programs come to new staff orientation to explain what they do, etc. Sponsored Programs Information Network (SPIN) is the online resource that you can sign up for to get information on grants. SPIN provides institutions and regional economic development efforts with current and available sources of much needed funds and sponsorships.
2. Eric asked who the new livestock judging coach is – Curtis Doubet in Animal Sciences.
3. Eric said there is a concern with the 4-H culture and the big green arrows. This is a topic that will be addressed at the Mega Meeting in April in Glenwood Springs.
4. What is the process for direct hires? A direct hire request is initiated by the county or regional director. There are a number of steps required in getting the approval of a direct hire through OEO and CSU Human Resources. The regional directors discussed and gave examples of the direct hire requests they've worked on in the past.

Front Range Region – Laurel

Laurel didn't have anything to report from the Front Range Region.

## Peaks & Plains Region – Jennifer

1. Bill has been getting a lot of comments/complaints about the new Extension website. Staff is having problems with access and finding information. Bill asked Ruth to send an email to Extension staff requesting feedback/concerns again. CJ recently gave Ruth the website feedback received at the PLT meeting in February.

## Diversity Catalyst Team Update – Mark

The Principles of Community posters were sent to all counties in Friday mail. Robert Franklin has facilitated two Principles of Community Zoom sessions for Extension staff. DCT plans on sharing this information with advisory committees and volunteers. Mary Ontiveros is attending the Front Range regional meeting in April to present on the Principles of Community. The next DCT face-to-face meeting will be in the fall.

## PLT Update – Jan and CJ

- The last PLT meeting was held in Denver on February 17. PLT invited Tom Holtzer and James Pritchett from College of Agricultural Sciences as guests to the meeting. PLT plans to invite more faculty members to future PLT meetings. They had great attendance and there was great discussion on several issues.
- PLT plans on discussing and sharing funding opportunities at future PLT meetings.
- Paying PRUs begins July 1, 2016 – compensation pay of \$1,000 will be given to each PRU and the leader(s) may choose how to accept the compensation pay.
- PLT members that will be on the Forum committee are – Bill Nobles, Ragan Adams, Geniphyr Ponce-Pore (or Greg Felsen), Mark Platten and Marisa Bunning.
- The next PLT meeting will be on May 31 at 1 pm on Zoom.

## One Health Initiative – Jan

Jan met with Bruno Sobral, director of One Health Initiative. They are interested in partnering with Extension and The Colorado Health Foundation (TCHF).

## Job Descriptions for Current Employees – Judy

Human Resources is requesting that job descriptions for administrative professional positions that are not yet in the administrative professional framework be input into the Talent Management System (TMS) for all current employees by the end of the year. Judy will be sending information to Extension staff with templates and directions on how we hope to approach this extensive project. Details will be forthcoming.

## Climate Smart Agriculture – Lou

There will be a one-day Climate Smart Agriculture conference at CSU on Thursday, May 5, 2016. They are working on the agenda now and Lou said more information will be sent out soon. This will be a globally recognized event.

## Assistant Vice President for Engagement and Deputy Director of Extension – Lou

The national search for this position will be advertised soon - Lou hopes by next week.

**The next DAC meeting will be held on campus on the afternoon of Monday, May 16, 2016.**

The meeting adjourned at 3:15 pm.