

**DAC Minutes**  
**Wednesday, May 16, 2016**  
**University Square, Room 4**

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

Absent: Jessi Fuentes

*The meeting began at 12:30.*

**Agenda items:**

Diversity Catalyst Team Update – Mark

Mark thanked Lou for the opportunity to attend the April CEAC meeting. The Principles of Community information was presented there, and Mark says it generated very good conversations.

PLT Update – Jan and CJ

A review of PLT activities was recently conducted as this hasn't been done since PLT was formed a number of years ago. Jan distributed a list of PLT activities, separated into three categories—things to continue doing, things to start doing, and a couple of items to stop doing as they are no longer productive.

Lou attended the last PLT meeting to talk about the Climate-Smart Agriculture conference that was held earlier this month. The Climate-Smart Agriculture initiative will move through the PRUs and will not be made into an additional PRU. It will be important to form work teams to move the initiative through the PRU structure, and Colorado Water Institute will be looked to for leadership. Mark Platten and Ron Meyer have been helping to facilitate implementation of the initiative in their areas. Colorado Farm Bureau and Senator Corey Gardner are among those who have expressed their support and interest.

Website Update - CJ

CJ reported on a new website partnership with the private property conservation.

Agents' Update

Peaks & Plains Region – Jennifer and Dennis

Jennifer shared comments she received about issues with 4-H, mostly related to concerns with budget transparency and a perceived lack of opportunity for input from county employees in regards to state-wide events. Some of these issues are being addressed with the formation of an events planning committee, which will include at least two representatives from each area in order to ensure broad representation. The 4-H budget will be sent out periodically to facilitate transparency.

Western Region – Eric and Karen

Karen talked about the need to emphasize mentoring and develop a more structured mentoring program. There needs to be more specific direction and training for mentoring. A question was posed

about compensating formal mentors for their time. In relation to this, Claire provided an update on the new online onboarding process. The program is in its 12<sup>th</sup> week, but only 6 out of 30 employees are participating regularly. Lou will send a communication to remind supervisors that it is an expectation that online onboarding will be started right away. Claire will give a report to the regional directors after first class concludes, and the committee will meet in about three weeks to make decisions about the future of the program. The direct link to the onboarding Canvas course will be added to the Extension website. (<http://info.canvas.colostate.edu/login.aspx>)

#### Front Range Region – Laurel and Claire

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

#### Mentoring Program – Laurel (for Judy)

A survey was sent to all employees and mentors who participated in the Mentoring Program in the past 5 years, which resulted in responses from 12 mentees and 24 mentors. The survey was comprehensive, and the results will be reviewed later this week. It's understood that the program needs to be "beefed up", and some preliminary suggestions were to encourage cross regional mentoring through use of video technology where appropriate, and to develop detailed expectations and incorporate accountability for mentors.

#### Cost of Living Adjustments, Update on Personnel, New FLSA Guidelines – Judy

1. Judy shared information on how to handle situations where the county desires to provide a cost of living salary adjustment. Extension salary guidelines are based on degree earned and years of experience, and do not take into account cost of living across counties. The additional salary provided by the county will need to be incorporated into SALX and tracked internally. Per OEO, if a cost of living adjustment is given to one employee, it must be given to all employees in the county.
2. Several new hires are anticipated as a result of some new large grants received in Extension. The Associate Director of Finance search is almost finalized.
3. Judy, Lou and Lori recently met with OEO and HR regarding upcoming changes to FLSA guidelines for overtime exemption. There is a proposal at the federal level to change the salary threshold for exemption that will potentially impact a number of Administrative Professional employees in Extension. Employees who become non-exempt under the new guidelines must begin tracking work time and they will be entitled to overtime and comp time at time and a half rate. CSU HR is requesting that all position descriptions be entered in TMS by Sept 1 so they can be properly categorized. A plan will be formulated for entering the position descriptions this summer, and for addressing the culture change this will create among employees. It is imperative that supervisors properly track and report overtime due to legal risks.

#### Associate Vice President for Engagement Search Update

Video interviews are complete, and campus interviews are scheduled for May 26, 27 and June 3.

The next DAC meeting will be held on campus on the afternoon of Monday, August 22, 2016.

The meeting adjourned at 3:15 pm.