

**DAC Minutes**  
**Monday, August 22, 2016**  
**University Square, Room 4**

DAC members in attendance: Judy Barth, Lori Bates, Yvonne Bridgeman, Marisa Bunning, Jan Carroll, Jean Glowacki, Dennis Kaan, Laurel Kubin, Joanne Littlefield, Karen Massey, Eric McPhail, CJ Mucklow, Bill Nobles, Mark Platten, JoAnn Powell, Jana Smilanich-Rose, Lou Swanson, Jennifer Wells, Ruth Willson

Absent: Claire Dixon, Ashley Stokes

*The meeting began at 12:30.*

**Agenda items:**

Introduction of New Members

Marisa Bunning, Associate Professor of Food Safety, representing Specialists.

Jana Smilanich-Rose, Assistant Director of Finance.

Jean Glowacki, Interim 4-H Director.

Extension Annual Report – Joanne Littlefield

Joanne showed the group the printed 2015 annual report and announced that it is also available online.

FLSA Discussion/Update – Judy & Lori

- Lori reported that she is working on inputting the position descriptions that had been identified as priority for needing to be reviewed and classified within TMS by Human Resources. However, there is a backlog in HR and none of the position descriptions that have been input have been reviewed yet. She expressed appreciation for everyone's quick responses to her request for working on updating their position descriptions.
- Judy outlined the options for compensating employees who are classified as overtime non-exempt. Most Extension employees meet the exemption duties test but not all meet the salary test, so some will revert to non-exempt status on December 1. Timesheets must be kept for non-exempt employees, and supervisors are responsible for certifying them. Overtime and comp time must be pre-approved, and Extension as a department will need to determine a policy for either paying overtime when needed, or providing comp time at time and a half (preferred). A decision also needs to be made as a department on a timeframe for using comp time due to the financial obligation that is incurred, since comp time would be paid out as salary if an employee leaves their job. Judy recommends a policy requiring advanced approval for comp time which must be used within 4 months and a cap of 100 comp hours.
- Human Resources has been working to implement electronic leave reporting, however it will not be in place by December 1 when the new federal guidelines take effect. Human Resources will send letters to employees and supervisors who are impacted by the FLSA guidelines change in October or November.
- Supervisors should plan to attend the "What is Work" sessions that Human Resources offers, either in person or using BlueJeans remotely, to learn about what activities must be tracked as time worked. Some issues that need to be addressed are how to manage work related phone calls and emails that take place after hours, time spent traveling for work, arranging schedules

during fair weeks, and maintaining equity between exempt and non-exempt employees when creating schedules. Extension will need to develop guidelines, and supervisors must follow through on promoting a culture of not responding to non-emergency calls and emails after work hours, and stopping work when appropriate to avoid unauthorized overtime. These cultural changes will need to be clearly communicated to constituents and county commissioners so they understand the reasons for the change.

**ACTION ITEM: A committee (Judy Barth, Lori Bates, Karen Massey, Jana Smilanich-Rose, Jean Glowacki and Dennis Kaan) will work on a proposal for Extension guidelines on managing comp time accrual and use, for managing the work behaviors and cultural changes that will come about due to the new FLSA overtime guidelines, and for drafting communications about the changes.**

#### New Staff Orientation - Judy

New Staff Orientation will be held September 26-28. Content for those with 4-H responsibilities will be on the 28<sup>th</sup> to minimize conflicts for those attending the CCAA Professional Improvement Conference that week. NSO content has been compared to the online orientation program to avoid any duplications. A question was asked about whether or not new faculty specialists should attend, and Judy said they are welcome to attend face to face and/or online orientation, but she is not sure how much of it would be relevant for them.

#### Extension Forum - Judy

Annual Extension Forum will be held the week of November 7, which is election week. Attendees will need to make arrangements to vote prior to leaving home. One of the plenary sessions will focus on Colorado's changing demographics and the implications for Extension. There are plans for 10-11 breakout sessions, and a luncheon on Thursday to include a "CSU resource fair". We are currently accepting award nominations and would like to encourage people to submit nominations. They are due October 3 to Yvonne Bridgeman.

#### Mentoring Program Update – Judy

Judy is still working on this update and will report on it in December.

#### Cost of Living Stipend – Judy

The salary task force discussed cost of living adjustments again and are making the following recommendation. Since it would be cumbersome to track cost of living adjustments made to a person's base salary, it would be more manageable if counties who want to provide the adjustment would pay it directly to the employee (not through CSU) in the form of a stipend. The stipulation would be that counties must agree to adhere to OEO guidelines such as requiring a cost of living stipend to be paid to all employees in a county if that county is paying the stipend to even one person. The Office of General Counsel has been asked to review and approve the procedure.

#### Diversity Catalyst Team Update – Mark

- The Diversity Catalyst Team met earlier in August. One of the discussion points was increasing diversity within the team, which is currently agent heavy. They are looking to add more staff, youth, and other viewpoints.
- Mark requested that Joanne help with creating electronic letterhead for DCT to use.
- Everyone is invited to the DCT face to face meeting in Kremlin the first week in November, and Mary Ontiveros and Shannon Archibeque are creating the program for it. DCT has a plenary slot at Extension Forum.
- Mark shared an example of racially motivated harassment that happened in a community, which brought up questions for DCT on how they might advise people who witness these incidents on what they can do. Many people want to be supportive in those situations but need to avoid putting themselves in danger. Currently, all staff members and volunteers are given copies of the

Principles of Community. Jean shared that she is aware of training that is being developed at the national level for volunteers & staff that operationalizes Principles of Community. Judy recommended offering by-stander training, and asking someone from outside CSU to present.

#### PLT Update – Jan and CJ

The PLT face to face meeting is tomorrow. They've been working to build stronger relationships with a couple of the colleges, and there will be public health and climate smart agriculture presentations at the meeting. There will also be clarification on the payment process for PRU leaders at the meeting tomorrow. Mark will send information on preparing content for annual forum presentations to the PRU leaders who are not on the forum planning committee.

#### Agents' Update

##### Front Range Region – Laurel and Claire

Laurel talked about the ongoing emergency preparedness work that's being done in the Larimer County Office. She encouraged all of the offices to think about their safety procedures and suggested walking through each room, thinking about different reactions for each situation. Judy suggested having a breakout session on this topic at annual forum. She will reach out to CSUPD and Joanne Littlefield will get in touch with Dell Rae Ciaravola in Media Relations about presenting.

##### Peaks & Plains Region – Jennifer and Dennis

Nothing to report.

##### Western Region – Eric and Karen

- Office of Engagement Ram Tour stopped in Steamboat Springs and they were appreciative of the visit and the opportunity to share with new faculty.
- The Routt County Commissioners have decided to allow conceal carry permits in their office. Both Karen's and Eric's offices have had the sheriff's office provide safety training to staff. They are working on a plan of continuity of operations in the event of emergency (natural disaster or other).
- One employee expressed kudos for the online orientation program.

#### Discussion on the structure and culture of Director's Advisory Council – Lou, JoAnn, CJ & Bill

DAC was restructured six years ago for the purpose of decentralizing and redistributing representation to include more of those in the field. This structure has worked well for the most part, but now is a good time to discuss any needed changes. Lou would like to end the practice of submitting anonymous comments since anonymity no longer seems necessary, and can result in putting both the reporter and receiver in an uncomfortable position.

Bill distributed a draft of DAC principles and procedures that the three Regional Directors created, and asked for feedback and suggestions. There was discussion on whether to set term limits for members and for how long, how to select members for broader representation, and how to make Extension employees aware of DAC and its purpose. DAC minutes are not currently public, and there was agreement that the minutes should be accessible to all of Extension. In the rare case that DAC needs to discuss a confidential manner, an Executive Session can be called which would not be made public. This discussion will be part of strategic plan process. The principles and procedures document will be circulated by email to DAC members for comment.

#### 4-H PRU Leadership

Mark suggested changing the leadership structure on the 4-H PRU to having the 4-H Director and a member of field staff as co-leaders to facilitate transparency and partnership. On the other hand, work teams and round tables already exist, and asking a field staff member to take on a PRU leadership role may be asking too much. Jean's thoughts are that structural change needs to be intentional, and more

discussion and consideration is needed. There was also discussion on who is responsible for handling issues with volunteers when problems arise.

#### Deputy Director's Role – Lou

Ashley Stokes joins the Office of Engagement and Extension this week. One of the things she will be working on is developing strategic plans. She will also focus on developing faculty relationships and will serve on promotion and tenure committees where appropriate. The role of Deputy Director has not been defined yet, and Lou will look to DAC to help with that. She does not have any direct reports at this time. While Ashley will be listening to stakeholders and agents as Deputy Director, her primary role will be Assistant VP for Engagement.

#### 4-H Director Search - CJ

CJ reported that there are 14 members on the search committee, including two representatives from each region, two from the state office, a CEAC member, a volunteer, and others. There will be an open meeting this Friday to gather input from anyone who is interested in participating, and the committee plans to be as inclusive as possible when scheduling meetings with the finalists. The job description should be finished sometime next week.

#### AAU conference in October

Lou will send an announcement about the second International Conference on Modern Agricultural Extension and Technology Transfer at CSU in October. We are able to provide funding for registration for up to 10 participants from Extension. Around 35 visitors are expected from several universities from China. The group will visit ARDEC and two county offices during their stay. Additionally, we recently learned that the Chinese Ministry of Science and Technology and USDA have added an 8<sup>th</sup> category to their agreement, Extension & Technology Transfer. This should help further the exchanges between China & CSU, and the globalization of CSU Extension.

The next DAC meeting will be held on campus on the afternoon of Friday, December 9, 2016.

The meeting adjourned at 3:40 pm.