

DAC Minutes
Monday, December 9, 2016
University Square, Room 4

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

On the phone: Karen Massey, Eric McPhail, CJ Mucklow, Ashley Stokes

The meeting began at 12:30.

Update on action items from August meeting:

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.

Lori distributed the new Extension Compensatory Time Off Policy. Since Extension currently has some non-exempt employees it will be implemented now, even though the FLSA guideline changes are on hold due to a federal injunction. The FLSA guidelines that had been shared this past year will likely will be modified before they are implemented. Starting last spring, new hires had been classified as overtime exempt or non-exempt according to the new (anticipated) FLSA guidelines. As a result, there are five Extension employees who are mis-categorized as non-exempt, and need to be reclassified by Human Resources.

DAC approved the new policy effective January 1, 2017 with the understanding that any issues that may arise due to changes in federal guidelines can be revisited at a future meeting.

Agenda items:

Strategic Planning - Ashley

Ashley is leading the creation of a new strategic plan for Extension, which has not been done in several years. She asked for feedback from DAC members on the structure and process. She provided a handout showing a simple proposed layout that includes space for vision, mission, priorities, goals, partners and action items. A value statement may be useful as well. She expressed that there is a real value to strategic planning, but the plans have to be useful to be worthwhile. The two major roles of the plan are forming priorities and communicating them. One approach would be to follow the organizational structure of Extension, creating these from the bottom up. Each person could fill out a road map, which would move up through a PRU or Region, then State Office, working its way up and broadening along the way. There was agreement on the value of having individuals and small groups working these. It was suggested that each county work on their strategic plans prior to the regional meetings in spring, and have them ready to share at the meetings. Some offices have already developed plans, and this will be an opportunity to consolidate existing resources. It was noted that most county plans are program oriented, but strategic plans look at the breadth of a successful organization which is a positive.

Members agreed that starting at the local level would be best. In order to maintain flexibility, plans should be created for no longer three year time periods, and it should be a living document. Lou asked Marisa to help with getting Extension faculty involved in the process. While Ashley is the point person for strategic planning, DAC members will monitor progress in their respective regions.

Ashley will share a timetable with DAC in the near future.

Preliminary/possible opportunity for creating an *Engagement Faculty* position in the Faculty/Staff Manual for state Extension agents – Lou

Lou proposed a discussion on the potential for an Engagement Faculty designation at CSU. There is a discussion going on at the administration level on the broader definition of faculty status at the University. If there is interest, Extension and Engagement could start the process of requesting a ranked Engagement Faculty title sequence to be included in the University's Faculty/Staff Manual. This would be a non-tenure track faculty position with a formal process for promotion through each rank, and it would be voluntary. This model is currently used in some states. There are no plans for salary increases associated with faculty designation at this time.

Concerns and benefits were discussed. Benefits include using this as a retention tool, attracting young professionals who may view advancement structure as a positive, enhancing relationships with CSU faculty, and increased status for funding opportunities and in communities. Concerns are mostly related to the amount of time and effort required for creating and reviewing promotion dossiers in relation to the benefits gained. Other institutions utilize a mentoring program to help with the promotion process which eases some of that burden, and the salary taskforce has a tool that could be used for creating much of a dossier. A plan would need to be developed for ranking current Extension Agents who would be interested in pursuing faculty status.

The majority of DAC is in favor of pursuing the conversation. If this proposal is to move forward, it will need to be done quickly so it can be presented at Faculty Council this spring. Since a similar discussion was held in the 80s-90s, *Judy will look for the documents that were put together at that time to use as a reference.*

ACTION ITEM: A subcommittee will solicit feedback from field staff to find out if there is support or concern from agents. Committee members: Dennis Kann, Bill Nobles, Jean Glowacki, Mark Platten, Marisa Bunning (or faculty specialist representative).

Diversity Catalyst Team Update – Mark

The DCT had a face to face meeting in Kremmling that included a three day training on creating an environment of inclusivity. Ria Vigil, Director of Diversity Education & Training, and Shannon Archibeque-Engle, Director for Diversity & Retention in College of Agricultural Sciences were co-presenters for training. There was discussion on where the team is heading with the process of being more inclusive. One idea was a book club that focuses on diversity topics and provides a space for discussion. The Front Range Region is looking into a number of ways to increase diversity, and match our program with clientele in the state. The team is also exploring what kind of programming can be implemented to address acts of discrimination in communities.

Inclusivity has been a high priority for 4-H at the national level, and Jean shared that work is being done in CO counties and we are ready to join the national plan. Lou sees a need to engage with Mexican community, and attempts to work within the Human Resources system have not been successful. He is now asking for resources from President for a new hire of someone who is embedded in the Mexican community, which would have positive implications for 4-H and provide new resources for Extension. He shared that CO Farm Bureau has similar concerns & interests.

Mark's term on DCT is ending, and a new representative will be appointed soon. Lou thanked Mark for his service on the committee.

"Tell Someone" Emergency Preparedness - Joanne

Joanne distributed copies of the CSU emergency resources "red folder" handout that is published annually. She wants to make sure everyone is aware that these resources, including the Tell Someone phone number, are available for everyone in the CSU community and are not limited to those on campus. She will send this information out to county offices, removing the references to "campus" services since that language can be confusing. There have been some issues with University-wide emails and mailings not reaching all county employees, and we need to put a structure in place for communicating emergency preparedness to all of Extension.

There has been concern within Extension about the deepening farm crisis and increased suicide rates. Lou is working with Norm Dalsted and Jeff Tranel to put together a briefing on the current situation, and to keep agents informed of resources for helping people in the community. Agents will need training in how to provide information on resources to people who disclose that they are in need of assistance. *Marisa will reach out to the School of Public Health to ask for guidance.*

PLT Update – Jan and CJ

The last PLT meeting was held after Forum. The next meeting will be on Feb. 24 in Denver, and the College of Liberal Arts Dean has been invited in a continued effort to keep a dialogue going with Deans and facilitate connections on campus. Most of the PRUs are rolling over their plans this year, and there are not a lot of changes. The reporting system closes on New Year's Eve, and Jan encourages everyone to report. Those who need assistance with reporting should reach out to their PRU leaders or Jan, or Darrin Goodwin for technical help.

Agents' Update

Front Range Region – Laurel and Claire

1. Claire attended the eXtension session at Forum. She was impressed with the information available on diversity and inclusion, and the horizon report, and she encourages everyone to engage in that.

Peaks & Plains Region – Jennifer and Dennis

1. Dennis asked if there is any information available on salary increases for next year. Lou reported that he has heard the administration plans to focus resources on salary increases this year more than program resources as in recent years. The average salary increase amount will depend on what the state approves for tuition increases next year. He estimates that a 3% average increase for administrative professionals would be the best case scenario.
2. There was a suggestion to include more training on reporting at New Staff Orientation, such as tips and tricks for using the reporting system. Jan prefers to have a one on one meeting with each new employee after they have something to report so the information can be used in a hands on way. She will look into posting a training webinar online, and will add that item to the PLT meeting agenda. It may also be helpful to post webinars for using Quali Financial System and the Human Resource systems so everyone can access training as needed. It was also noted that supervisors must make it clear to new employees that both online and face to face orientation is required. While this information is in the new hire packet, attending orientation in person needs to be emphasized in other ways as well.
3. Jennifer has had questions related to compression issues that may come up due to the new salary adjustment process, and asked if it could be re-visited. The policy will be in place for two years, and the salary taskforce can re-visit it after that timeframe. The State Office did not adopt the new policy due to these compression concerns.

4. It was noted that there is a shortage of Family and Consumer Science specialists. Christine Fruhauf in Human Development & Family Studies can help find connections and assist with mini-grants. Bob Fetch was a great resource, but he has retired. There is also a need for a new housing specialist as a radon resource.

Western Region – Eric and Karen

Eric and Karen did not have anything to report for the Western Region.

Making a list of those who represent CSU Extension on National & CSU committees - JoAnn

Several people have asked JoAnn for information on who represents Extension at the University and national levels -- for example Ashley represents Office of Engagement on the University Diversity Team. She is suggesting that the information be brought together in an online directory.

JoAnn Powell & Joanne Littlefield will work on creating a list, and a request for representatives to identify themselves will be sent in Extension Update.

Lou also wants updated pictures of agents for the online directory and an organizational chart for each area that includes pictures. *Joanne will take pictures at regional meetings this spring.*

Staff Representative to DAC – Lou

Lou asked if there would be support for adding a staff representative to DAC. The committee is supportive, however this had been attempted a year or two ago and there were no staff members who volunteered to serve on the committee. There may also be an issue with travel due to FLSA guidelines for non-exempt employees, and county offices that only have one staff member may not be able to close their office for a half-day to participate.

Lou asked Lori to help find out if there is interest among staff members at this time.

Mentoring Program Update – Judy

After comparing Mentoring Program evaluations from 2002 and 2016, it became clear that the taskforce has more work to do. For example, 65% of mentees reported that their expectations for the program were met in 2002, but only 33% did in 2016. The data shows that supervisors are not as active in the mentoring system as in the past. One consideration is that millennial employees have different expectations regarding coaching and collaboration, and they feel the keys to success include developing relationships of trust, defining roles, and establishing goals. The committee will work on developing a list of recommendations for improving the program. Training mentors has been identified as a priority. Judy found that colleagues in other states are struggling with the same issues and are working to find a successful model.

Claire provided an update on the online onboarding program. There needs to be more administrative support in order to continue with the current format. Claire has been the only person facilitating the course which is time consuming, and employee participation has been too low to justify the effort. The content is still available online, but at this time the course is not operating live. There was a suggestion to remove the live cohort aspect and make content available on demand, however that would eliminate opportunity for relationships and sense of belonging. CSU Online is reviewing the course content and may make recommendations for improvement. Joanne Littlefield will follow up on the progress of that review. It may be possible for CSU Online to take over managing the course as a badging program.

ACTION ITEM: Lou asked the Online Onboarding committee to get an estimate from CSU Online to determine if it's feasible to transfer management of the onboarding course to them.

Cost of Living Adjustment Position Statement – Judy

Judy distributed the approved Cost of Living Adjustment Statement which will be posted online. She reminded the committee that if a county chooses to pay a cost of living stipend they must pay it directly

rather than asking CSU to process payment, and that all employees in the county must receive the stipend if one person does. She added clarification that this policy applies to field staff only.

Salary Task Force – feedback on the process? – Judy

Judy asked if DAC members have received feedback on the new Extension salary adjustment guidelines. A few supervisors reported having had some questions on clarity from their employees. Bill noted that the new performance appraisal tool will be used for the first time this next year, and we will likely know more after the upcoming cycle.

Professional Development & Forum Evaluation – Judy

Judy shared statistics from the Annual Extension Forum participant evaluation, which showed most responses as ok, good or excellent. While 201 people registered for forum, and between 150-200 attended administrative update, only 60-65 attended each plenary session and on average there were 12-14 people at individual breakout sessions. Attendance records show that the professional development sessions were not well attended, and people favored the programmatic content. It is important to offer quality professional development opportunities, however Forum does not seem to be the best format at this time since attendance at those sessions has been low. A taskforce will be appointed to identify content and a format for training that will better meet the needs of employees. Regional Directors will solicit volunteers for the taskforce from each region.

Potential Conventions/Conferences in Denver in 2019 (ESC, ESP, 4-H, NUEL, NERAOC) - Lou

Lou noted that there have been several requests for Engagement/Extension to host large conferences in Denver in 2019. He would like to know what the expectations are for Office of Engagement in terms of funding and time commitment. These commitments will need to be well thought out to ensure the events go well and everyone leaves with a good impression of CSU.

The next DAC meeting will be held on campus on the afternoon of Thursday, March 2.

The meeting adjourned at 4:10 pm.