

**DAC Minutes**  
**Thursday, March 2, 2017**  
**University Square, Room 4**

DAC members in attendance: Judy Barth, Lori Bates, Yvonne Bridgeman, Jan Carroll, Claire Dixon, Dennis Kaan, Laurel Kubin, Joanne Littlefield, Sam Lowry (for Jean Glowacki), CJ Mucklow, Bill Nobles, JoAnn Powell, Jana Smilanich-Rose, Ashley Stokes, Lou Swanson, Cary Weiner (for Marisa Bunning)

On the phone: Robert Franklin

Guests: Becca Jablonski, Paula Mills

Absent: Marisa Bunning, Jean Glowacki, Eric McPhail, Jennifer Wells, Ruth Willson

*The meeting began at 12:30.*

Recognizing Claire & Laurel – Lou congratulated Claire and Laurel and thanked them for their service on DAC. Claire has accepted a position as an attorney at a legal firm and Laurel will retire this summer.

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

**ACTION ITEM:** A subcommittee will solicit feedback from field staff to find out if there is support or concern from agents regarding creating an Engagement Faculty position in the Faculty/Staff Manual. Committee members: Dennis Kaan, Bill Nobles, Jean Glowacki, Mark Platten, Marisa Bunning (or faculty specialist representative).

Bill reported that he has heard mixed reactions from those in the field. Dennis led a discussion on this at the Golden Plains Area staff meeting, and he reported that GPA agents want to continue the process to find out more.

The Vice Provost for Faculty Affairs and Chair of Faculty Council told Lou that their current initiative relates more to teaching faculty positions, but the Engagement Faculty position would be a good fit overall, and we could make a similar application after the current initiative is approved by Faculty Council and Board of Governors.

**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. Claire has been the main facilitator for the online orientation course, and she will soon be leaving Extension for another position. Joanne has been added as a facilitator on the course and has received some information from CSU Online on how it could be restructured. *Joanne will get an estimate on the cost for hiring CSU Online curriculum developers to revise the course.*

## Agenda items:

### Regional Hubs Update – Paula Mills

- The Office of Engagement is working on communication and education across campus and in the community on what Engagement means. Engagement should be imbedded and integrated into missions across campus.
- Regional Engagement: Hubs are “third spaces” in communities for co-creation of culture & services; connections; safe place for possibilities & risk-taking; are accessible & hospitable. They are a platform for innovation and we have learned that proximity matters.
- Recently formed the Provost’s Council for Engagement, which is a faculty driven initiative. Its role is to advise and inform where the university might go in creating a supportive culture for engagement.
- Search for the Castle Rock Collaboration Director is going on now. A physical campus for the hub will be housed at Arapahoe Community College within a couple of years. Currently working on articulation agreements with ACC and CSU in several areas. The regional hub is financed by CSU System and all three campuses are involved. It is not in competition with Extension, but rather collaborating.

### PLT Update – Jan and Bill

- PLT intended to have a meeting in February to coincide with the Governor’s Agriculture Forum, but there was a scheduling error. The next meeting will be held in May.
- Bill reported that all PRU plans are in, and most agents have completed their plans. Cary has been working with Jan on an effort to define outputs, which will be shared at regional meetings and/or zoom sessions.
- PRU leader funding has been distributed which is \$1,000 per leader per PRU. The PRU grants have also been funded, not for the full amount requested but it was generous.
- WEDA award nominations are being collected, and Bill encourages everyone to keep looking for excellent programs to nominate.

### Diversity Catalyst Team Update – Robert

- Robert shared that DCT appreciates having Ashley’s frequent participation in the group.
- Widening the Circle is a professional development opportunity that invites participation. Participants read or watch videos on the topic picked by the host, then join a facilitated call. The last call had 13-14 participants with a great discussion on the concept of race in our culture. Robert will host the next session on April 18, and the topic will likely be on immigration.
- He is proud of the work being done throughout Extension to ensure that diversity and inclusion topics are included at regional meetings.

### External Relations updates: Extension logo and brand guideline process and SOURCE – Joanne

- Joanne displayed a site on CSU SOURCE that groups all Extension stories in one place (<http://source.colostate.edu/site/cs-extension/>). When submitting a story to her, please include photos, and one that can be used for the feature image. Credit on the stories go to “CSU Extension Staff”. The goal is to post one story per week.
- Last September CSU External Relations announced a new visual identity initiative which will feature the unit or program over CSU on all logos. Since Extension has a number of sub-unit identifiers, Joanne has formed a working group to work with Communication &

Creative Services on a visual audit to identify all Extension partnerships. The work group includes Jana Smilanich-Rose, Ashley Stokes, Anne Duncan, Deryn Davidson, and Joanne. CCS expects to provide deliverables by Forum in October.

- We've been told by CCS that it's time to stop using the Extension logo with the swoosh. New business card templates are now posted online. Physical materials that we have on hand can be used until gone, but the swoosh logo should not be used for any new orders.

#### Paid Student Internships in Extension – Becca Jablonski

- Becca distributed a handout that outlines Cornell University Extension's student internship program. Funding for their internship program is half from Extension and half from a county or industry partner. She advocates starting a similar program at CSU.
- The caveat is that coordinating internships takes a lot of time, and part of the cost would be to have someone to manage internship program who is familiar with opportunities around state. In the past internships were coordinated through the MS in Extension program in College of Agricultural Sciences. It was a successful program, however due to retirements no one in that area currently has the capacity to administer the program.
- Claire says there is interest in having interns in Front Range but funding can be an issue. Although student interns can be hired for credit only, paid internships generally attract higher quality workers. Options include trying to partner with industry, and researchers writing intern salaries into their grant budgets.

**ACTION ITEM:** Lou asked for a subcommittee to look into how much demand there is, the options for internship type, and to identify someone who might be able to manage the internship program. Committee members are: Ashley Stokes, Becca Jablonski, Jana Smilanich-Rose, Dennis Kaan. Can also ask Barbie Garnett or Kurt Jones to participate since they were in the MS internship program.

*Judy will provide historical information from Dennis Lamm's MS program internships.*

Lou shared that he has talked with the Dean of College of Liberal Arts about a program to work with middle schoolers in the arts through Extension offices. There may be opportunity to build on a program in Kentucky where College of Liberal Arts and Engagement would match funds.

#### Agents' Update

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

1. Laurel received a request for notification when new specialists have been hired. Staff heard about a new faculty member in Forestry from someone in the community rather than from Extension. Extension administration office receives updates from the Colleges once a year on new faculty who have been hired with Extension funds, so faculty who are hired mid-year may be missed. Colleges will be encouraged to share new faculty contacts with the office, and an announcement regarding the new Forestry specialist will go out in the next Extension Update.
2. Someone asked if people can provide feedback on annual evaluations for those who report directly to Lou, such as the Master Gardener Coordinator. Lou says that feedback is welcome at any time, in any form, but he does not want it to be anonymous.
3. Laurel received feedback that the new salary structure fails to reward long term employees, and there was a request to scrutinize this in 2017 to find out how

compression effects long term employees, and to use a different process in the future. Since the two year trial period is almost over, now is a good time to reengage staff by region. The salary taskforce will meet in the summer and plans to compare the increases given in 2017 to what they would have been under the old structure.

#### Peaks & Plains Region – Dennis

1. Topics of conversation at the recent staff meeting were Engagement Faculty and internships.
2. Dennis saw a brochure from New Mexico Extension at Governor's Agricultural Forum listing contact information for each Extension office, and thought it was a nice marketing concept.

*Dennis will forward the brochure to Joanne for consideration.*

#### Western Region – Karen

1. Karen brought a question about whether there have been discussions with Colorado Agriculture Leadership Program (CALP) about working with Extension. Lou said that program is run out of the President's Office, and all indications are that it seems to be going well, and he knows of agents who have participated in the program.
2. There was a request for an update on having the option to register for 4H online. Jana reported that we are now PCI compliant so credit cards can start being used for 4H online registration once structures are in place. Since all counties are set up differently, a lot of work will need to go into building the tables and structures. Jana has met with CSU Online to learn about their processing system. We will have to use one of two vendors that 4H online has contracted with.
3. Karen asked about the CSU records retention policy since the policy in Routt County has recently changed. Judy says the CSU policy can be found by searching the Policy & Compliance website, and Extension has its own policy available online as well.
4. The Live Smart Colorado blog is being updated once a week, and the purpose is to point people to existing resources online.
5. Karen asked that everyone try to be aware of what people in the immigrant community are dealing with at this time. She said that her upcoming Cottage Food Safety training has no Spanish speaking participants, and when she inquired about why they haven't registered the consensus is that people are more afraid to venture out right now.

Dennis asked about how to find a signing interpreter for a community meeting. Judy had suggested contacting departments on campus who might be able to help, but that wasn't successful. The group talked about options for accommodating signers, and Joanne reported that Extension has started adding Closed Captioning to videos online.

#### Professional Development Taskforce & FLSA Updates - Judy

*Judy asked everyone to mark their calendars for Annual Forum October 23-26, 2017.*

The Professional Development Taskforce will continue to meet. Every other year the Forum format is primarily PRU meetings, and this coming year will be PRU content updates. The Next opportunity to make a change to Forum format regarding professional development will be next year. Joanne reported that External Relations plans to provide a training and brand update at this year's Forum. There are plans to schedule Temple Grandin as a speaker, probably during administrative update.

There are a number of positions that we thought were classified as exempt under FLSA that are showing as non-exempt, so those need to be resubmitted for classification. Those employees should begin tracking time until they are reclassified. Lori is working on getting a list of all positions that will have to be classified before the end of this fiscal year.

The next DAC meeting will be held on campus on the afternoon of Thursday, June 15.

The meeting adjourned at 3:15 pm.