

**DAC Minutes**  
**Thursday, June 15, 2017**  
**University Square, Room 205**

DAC members in attendance: Judy Barth, Lori Bates, Yvonne Bridgeman, Marisa Bunning, Jan Carroll, Jean Glowacki, Dennis Kaan, Eric McPhail, Bill Nobles, Jana Smilanich-Rose, Ashley Stokes, Lou Swanson

On the phone: Robert Franklin, Travis Hoesli, CJ Mucklow

Absent: Kurt Jones, Joanne Littlefield, JoAnn Powell, Ruth Willson

Guests: Kathay Rennels, Brent Young

*The meeting began at 12:30.*

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

***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, Jean Glowacki. Can also ask Barbie Garnett or Kurt Jones to participate since they were in the MS internship program. ***Subcommittee will report on their findings.***

Dennis reported that a survey to gauge interest and needs has been drafted and the committee has started gathering information. There has been good discussion so far, with a lot of different perspectives. Brent shared his previous internship management experiences, and suggested that we use a directive process that requires portfolios and supervision to make sure the experience meets student needs.

**Agenda items:**

**Update on Engagement non-tenure track faculty status – Ashley**

- The subcommittee has met and sent a survey to agents which closed last week. The committee will meet again next week to discuss results. Sixty-eight people responded and 41% indicated great idea to move forward, around 40% are unsure, 7% said it's a terrible idea, with some in between. Agents need more information to understand the benefits and possible consequences.
- Lou and Ashley met with Dan Bush (Vice Provost for Faculty Affairs) and the incoming and outgoing Faculty Council chairs. They are supportive of the process, but we will need to wait until the current initiative involving other units on campus has concluded before taking this proposal to Faculty Council.
- A larger formal committee is needed in order to move forward.
- Ashley gathered information from other universities on structures, and while there are differences across universities, Colorado is the only western state that does not have Extension faculty positions.

Timeline: *The subcommittee will meet next week, and start forming a committee soon. Ashley will check with the Faculty Council chair on the progress of current initiative in the fall.* If all goes well, we could plan on introductory discussions at Faculty Council in spring, and bring forward a proposal in fall 2018.

### Annie's Project – Brent Young

- The Northeast Regional Engagement Center offered Annie's Project programming for the first time in Colorado this year. Its mission is to empower farm women to be better business partners through networks, and by managing and organizing critical information.
- Agents facilitate or back up presenters who are all female agricultural professionals. Various topics on risk management are covered, allowing time for discussion. It is a six week program with weekly three hour sessions.
- Registration fees and sponsors cover cost of programming. Premier Farm Credit was a sponsor in the northeast region. Local community colleges and sponsors need to be involved in different areas.
- Pre- and post-evaluations showed positive results. Participants reported feeling a shared sense responsibility in families, increased dialogue, and alleviation of pressure on farmers to carry the weight of the operation on their own, which improves mental health issues. There is a waiting list for basic program, and people have asked for an Annie's Project II program which covers agricultural marketing.
- NREC is willing to help with rolling out a statewide plan. Brent Young (Peaks & Plains) and Jenny Beiermann (Western) are interested in serving as regional coordinators, and an inquiry can be made for finding a regional coordinator for Front Range.
- The national center requires facilitator training. It was suggested that mid-September to mid-October would be a good timeframe, at a central location near I-25 & Highway 34. Brent requested that regional directors provide the names of agents who might be interested in facilitating the program, and a funding contribution of \$1,000 to cover training costs. Lou and Jana approved using the Director's discretionary fund for the training cost.

### Update on Strategic Planning - Ashley

- Individuals were asked to complete the strategic plan template before the regional meetings. They were given little direction up front so everyone's priorities and goals would be revealed. Almost everyone completed a plan, and the sense is that people took it seriously and were pleased to be asked for their input. Ashley went through the plans with each regional director before the meetings to look for commonalities.
- There were three priority categories, and top priorities included staff retention, marketing, partnerships, resource development, and how to do programming. People voted on priorities at regional meetings. There is a lot of agreement across regions on priorities.
- Ashley worked with Cary Weiner to summarize the plans, and then with regional directors to finalize wording. A booklet document of the final plan will be made, keeping in mind that it will also be used to communicate to external stakeholders. There was a suggestion to send the draft back to agents for feedback before final publication, and try to match information in the plan with reporting needs.
- Action groups are being formed for completing goals. The strategic plan needs to be revised every couple of years since meeting goals means needing to create new goals.
- We need to collect photos for the booklet, and it was suggested that examples of desirable photos be sent out so others can send more in to be used. The next step will be developing a mission statement.
- Over the next couple months we will be revising the final goals, values and mission. Bottom up participation is a great value to this process.

### TimeClock Plus – Lori & Jana

- An email with clarification on key points for the new system will be sent tomorrow. Human Resources is offering trainings and information online. There will be a brownbag session in Extension on 6/27.
- Please watch for misrouted approvals and report those to Lori or Jana.

- Note that AmeriCorps members are non-student hourly, but they do not report hours.
- If a supervisor does not approve hourly timesheets online by the deadline those employees won't be paid on time. Regional support staff are back up approvers for supervisors.

### Agents' Update

Front Range Region – no one present to give an update

Peaks & Plains Region – Dennis  
Nothing to report.

Western Region – Eric and Travis  
There was one TimeClock Plus question from the region, and it has been answered.

### PLT Update – Jan & Bill

- PLT met last month. There is a lot of great work going on in the PRUs which were shared in Admin Update (<http://extension.colostate.edu/staff-resources/extension-updates/extension-update-june-5-2017/>). A rough draft schedule for Forum has been sent to PRU leaders for feedback. The requested mental health workshop is an eight hour training, and the plan is to offer a morning session one day and afternoon session another day. There may be an option to emphasize either a youth or adult component on the second day.
- Bill will continue to work on the schedule to try to accommodate as much as possible, but some people in multiple PRUs will have to choose between sessions. There is interest in moving back to more professional training every other year rather than heavy PRU content each year. The format will include having 4H agents stay longer through the week.

### Wellness and Resiliency Update – Ashley

CSU Extension, Colorado Department of Agriculture, Colorado Farm Bureau, and Rocky Mountain Farmers Union met to find ways to help farm communities with mental health issues. A database of wellness resources in each county was shared with an existing crisis hotline that is statewide, which is used as a first point of contact. Marketing materials from an agricultural perspective are going out, and it is a good collaboration.

### Diversity Catalyst Team Update - Robert

- They are hoping to get Temple Grandin to speak at administrative update during Forum.
- The next professional development session is on 6/20 and Mark Platten will lead it. DCT is using evaluations to find out how effective Widening the Circle is, and want to present their findings at the National Land Grant Diversity Conference next February.
- The team would like to invite EFNEP educators, support staff and others to participate in DCT activities, but the challenge is how to arrange for time away from their usual duties since some are the only people working in their office. Robert will follow up with Susan Baker and JoAnn Powell regarding this.
- Robert attended a Commission on Diversity & Inclusion meeting about an upcoming diversity summit at CSU. They talked about how to incorporate issues of diversity into university strategic plans and Robert explained to the group what Extension does.
- Lou talked about Thought Leaders Panel he recently chaired at University of Missouri. The conflicts there indicate the urban/rural divide in the state. MU is paying the price for not doing diversity efforts well. Robert explained that the commission talked about the need to present the MU case to leadership on campus.

### TMS Update – Judy & Lori

- A half time position in the state office has been created to help develop job description templates as part of the University's AP framework classification initiative.
- The Extension agent job structure doesn't necessarily fit the AP framework, and a lot of time has been spent trying to understand or change classifications that Human Resources sends back, causing delays in advertising and hiring. Judy and Lori have made a decision to accept the classification designations from HR rather than trying to correct them because it doesn't affect the title or salary that we use at this point. Engagement faculty status could alleviate this issue if it goes forward, since it would take agents out of the AP framework.
- Directors' job descriptions have been submitted to HR but haven't been reviewed yet.

#### Announcements - Lou

- Mark Rose has been hired as a videographer in the State Office starting in early July. This was a direct hire. Mark has great credentials and he will expand on what we're already doing with YouTube videos, and will be traveling around the state. He is also able to train others on how to make videos.
- Ashley is taking on the interim senior director position at CSU Online. She will build this new position's structure and culture before a new person is hired. Directors at CSU Online will report through this position to Mike Palmquist.
- Reagan Waskom will become Director of the CSU Water Center, reporting to Lou. The Colorado Water Institute at CSU will begin offering certificates as a Special Academic Unit, and there is potential for Extension to be involved in an academic program for climate and water.
- Visitors from Chinese Academy of Social Sciences are coming in next week and will be touring different Extension sites. There will likely be opportunities for staff to go to China next spring.

The next DAC meeting will be held on campus on the afternoon of Monday, September 18.

The meeting adjourned at 4:10 pm.