

DAC Minutes
Monday, September 18, 2017
University Square, Room 205

DAC members in attendance: Lori Bates, Yvonne Bridgeman, Susan Baker (substitute for Marisa Bunning), Jean Glowacki, Eric Hammond, Travis Hoesli, Kurt Jones, CJ Mucklow, Bill Nobles, Jacki Paone, JoAnne Powell, Lou Swanson, Ashley Stokes

On the phone: Judy Barth, Dennis Kaan, Joanne Littlefield, Eric McPhail, Barb Shaw (substitute for Robert Franklin)

Guests: Kathay Rennels

Absent: Jan Carroll, Jana Smilanich-Rose, Ruth Willson

The meeting began at 12:30.

Agenda items:

Welcome new members: Eric Hammond, Kurt Jones and Jacki Paone

CCI District Meetings – Kathay Rennels

Kathay attended several Colorado Counties Inc. district meetings with representatives from Extension. Some state representatives and senators were at these meetings as well. CJ reported that in his area they gave a short presentation and had lots of questions, and that there was a definite benefit to staying for after conversations. Bill agreed that it was a valuable meeting given that several commissioners asked for Extension to return and inquired about programs.

Kathay proposes that Extension put energy into highlighting the flipped model and all that is possible for the counties through Extension. Many commissioners are not aware of what Extension does or can do for them, and it is time to bring awareness to that by showing what the flipped model has produced. This can be done with materials, presentations, etc., and we will need to explore what methods to use.

So far Eric McPhail has volunteered to work on this.

PLT Update – Bill

PLT met Aug 23 at a face to face meeting. The topic was Forum since PRUs are providing the information this year. There will be a mental health training, which is highly encouraged but not mandatory. It has a separate registration fee of \$25, which pays for the 8 hour class and materials. Becca Jablonski plans to provide internship information at Forum. The next PLT meeting will be November 14.

Diversity Catalyst Team Update – Barbara Shaw

Barbara distributed a one page report on Diversity Catalyst Team. Jean noticed a discrepancy with 4H information on the report and she will send corrections.

There is an effort to diversify membership on the committee because it is heavy on administrators and specialists. One challenge is accommodating staff members who are non-exempt and may not be able to spare time for participating. The committee asked if county paid employees can devote the time needed, and if there is a funding source to pay people for their time. We know that EFNEP employees are not able to participate because of grant restrictions.

There have been three Widening the Circle sessions so far. Most participants reported that they learned something and have better understanding around the issues. The next session is scheduled for Oct. 17 on the topic of free speech, to be led by Irene Shonle.

A proposal by Greg Felsen to develop materials for agents to let people know they are safe and welcome at Extension offices was distributed. There was discussion on whether county offices might have issue with this type of promotion since the term "safe space" could refer to defying federal mandates regarding undocumented people. CSU is not declared a safe space in legal sense, but is a safe place for community members.

New Staff Orientation and Forum Updates - Judy

Judy has noticed that it can be difficult to manage a three day absence for 4H staff at New Staff Orientation since many of them are non-exempt employees. We need to think about possible changes.

Some people asked why there is a separate \$25 fee to attend mental health training at Forum. She sent email out that explains that the fee is to cover training costs for each individual, and since the training is not mandatory it was not included in the general registration fee. PLT arranged for this training at Forum because it would be beneficial to all employees in their work. It also dovetails nicely with efforts from CDA and other Colorado agencies to help rural people in crisis.

Agents' Update

Peaks & Plains Region – Dennis and Kurt

Dennis

- Golden Plains Area staff wants to pass on to the Forum planning committee that they would like to keep the 5k race in the plans for 2018 Forum.
- There have been some issues and limitations with TimeClock Plus, and Lori and Jana helped put together a plan for addressing those.
- There will be more discussion on problems with program associate employment classifications.

Kurt

- Kurt has joined investigators on campus as part of a bee keepers mentor program. They just learned that funding for three years has been approved by Colorado Department of Agriculture.
- There have been questions about Extension faculty status. Some are anxious and some are looking forward to learning more. Ashley reported that it's on hold because Faculty Council is still looking at the other proposal related to non-tenure track faculty.

Ashley will address in her next video update that will go out via email.

Front Range Region – Jacki and Eric Hammond

Eric

- A couple of employees expressed concern about retention, and agents needing support to avoid getting overwhelmed in the first couple of years, especially for those that serve multiple areas.
- Someone brought a concern about uniformity in the process of hiring volunteers. Some require face to face interviews and some don't, and it isn't clear why.
Jean will follow up with Eric to address this.

Jacki

- The new produce safety specialist has started and his office is in Jefferson County. Jacki encourages people to make a connection and get him involved.
- Her area has also been working through issues with TimeClock Plus.
- Everyone is invited to the Jefferson County 100 Year Celebration on Oct. 21.

Western Region – Eric McPhail and Travis

Eric

- CCAA members wanted to pass on that Ashley has been an asset to the organization and she brings a congruency to agents.
- TimeClock Plus issues: Some agents were paid for comp time and some weren't. Discovered that it was due to time not being entered/not being approved by the payroll deadline. Employees who are part time cannot accrue comp time in the system, but they can use flex the time within the same month. They will keep addressing these issues individually.
- The salary taskforce will try to meet before Forum to review data on the two year salary comparison. They will look closely at cost of living adjustments and compression. CJ reported that the university has approved premium location pay.

Action Item: Lou asked the taskforce to give a recommendation on whether to continue with the current salary adjustment method. Regional Directors should send their input to the taskforce.

Travis

- CCAA had a retreat last week and they had a good turnout. They are updating the by-laws, and want to revive efforts to be involved in commodities groups. Travis asked Lou if there is a process to go through to have representation at commodities group meetings. Participation as a citizen or member of an association is encouraged, but agents should not present themselves as representing the university. Lou reminded everyone that it's not appropriate to talk about legislation as a representative of CSU. Those interested in attending commodities group meetings should ask what context they are looking for as far as participation, and to keep Lou informed so he knows the situation if asked.

Online New Staff Orientation – Joanne

Joanne has met with a curriculum developer at CSU Online, and they are willing to work with us on migrating some of the existing course material. We will need to make decisions on what new employees need and condense the material, taking the best of what was already created. The onboarding course will be asynchronous so people can finish at their own pace.

- There should be a separate section for those with 4H responsibilities.
- Once a facilitator has been identified, CSU Online will need a biography, picture and lecture captures.
- The CSU Online course elements form needs to be completed (see handout).
- Need to decide on whether to include an exam or competency measure.
- A separate section on professional development topics such as volunteer management and budgets would be good. Possibly include a module on mentoring.
- Start by reviewing the original committee recommendations, and asking people who have recently completed online orientation for feedback.

Action item: Joanne will collect information on topics from DAC as well as input on who should be course facilitator.

Extension Internship Proposal

Lou shared the internship committee's recommendations and asked people to send their comments to Becca Jablonski. It is a good proposal, but will need to continue to look for funding sources.

Announcements

- The County/Area Directors meeting is planned for Jan 31-Feb 2, 2018.
- The performance appraisal taskforce has completed a survey and will review and make updates.
- Joanne and CJ will host a panel discussion on land use on Oct. 5 at the CSU Library.
- Work has started on branding for the new Colorado Water Center at CSU. Reagan Waskom will be the Director, and Colorado Water Institute will be incorporated into it. The Center will have some new aspects such as international water initiatives, and a Special Academic Unit application is in process so degrees will be offered.
- Lou will resend the RFP on climate smart agriculture since there was no response the first time, likely due to fair season.

Strategic Plan Update – Ashley

Ashley shared that the combined document was sent out and revised after receiving feedback. Most comments were positive. Next we'll be working on a communication plan. A survey for giving suggestions on the mission and vision has been sent out to Extension and is due Oct. 10. It also asks for words to describe core values, which will be shown at Forum in a word cloud. A request for photos for the brochure has gone out to Extension. Photos should be submitted to Joanne.

The next DAC meeting will be held on campus on the afternoon of Monday, December 11.

The meeting adjourned at 3:20 pm.