

DAC Minutes
Monday, March 12, 2018
University Square, Room 205

DAC members in attendance: Judy Barth, Lori Bates, Yvonne Bridgeman, Susan Baker, Jan Carroll, Robert Franklin, Jean Glowacki, Dennis Kaan, Joanne Littlefield, CJ Mucklow, Bill Nobles, JoAnn Powell, Lou Swanson, Ashley Stokes, Ruth Willson

On the phone: Kurt Jones, Travis Hoesli, Eric McPhail, Jana Smilanich-Rose

Absent: Jacki Paone

The meeting began at 12:30.

Updates on action items from December meeting:

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.

Recommendation to DAC is delayed to the March meeting.

Salary taskforce update: Eric reported that the most recent meeting of the Salary Taskforce was powerful and there were good take-aways. The recommendation is for the newer salary calculations to stay in place, with the option of revisiting on an ongoing basis. The majority of those surveyed wanted the current calculation to stay in place indefinitely. Non-salary compensation options are being addressed separately in subgroup. A summary of the taskforce discussions and final recommendations will be sent to the organization. Members expressed an appreciation for the taskforce as a way to promote education and transparency.

DAC members approved continuing the current salary adjustment process, with the understanding that DAC will revisit it anytime an employee raises a concern.

Agenda items:

PLT Update – Jan and Bill

The most recent PLT meeting was held in February, and there was good turnout. The team reviewed internship proposals that were submitted to Becca Jablonski. The internship group will move forward with getting students involved. There will be an online application for students who want to do an internship. Suggestion to have students display a poster on their work at Forum this year. Judy asked to have internship opportunities shared with everyone.

At the meeting there was discussion about PRU and PLT responsibilities, looking at what is done well and what can be improved. We will continue to pay PRU leaders, and will work to implement cross over reporting to lessen the silo effect in PRUs. There is a coaching session coming up about reporting. Many people still want more time for PRUs at Annual Forum, which means less time for organizational update. Lou supports increasing PRU content time, and JoAnn emphasized keeping programs that enhance the work of everyone, such as diversity goals.

PRU mini-grant applications are now due earlier in the year so work can be done earlier. There was a suggestion to fund in-service training instead of mini grants, but that did not go over well a couple years ago when it was brought up. It may be discussed again at a future PLT meeting.

There was a suggestion for Diversity Catalyst Team representative to participate at each PRU meeting, and include a diversity discussion in each meeting. Conversations rather than more formal trainings may be beneficial.

The next PLT meeting is scheduled for May 14 by Zoom.

Update on Duo Factor Authorization – Ruth Willson

The University is moving to a duo factor authorization system for off campus log in. Tyler will send information in the near future. There are three options for the secondary log in: a cell phone app (preferred), landline registration, or hardware token. Enrollment starts March 19 and it takes effect April 25. There are two virtual information sessions planned, on March 20 and April 6. Duo factor authorization information will be included in the new employee packet.

Agents' Update

Front Range Region – Eric Hammond

Eric H

- People on the Front Range are experiencing cost of living issues. Lou offered to share this concern with the CSU President.
- The potential for a change in PERA rules is a concern for some people.

Western Region – Eric McPhail and Travis

Eric M

- Eric relayed a message from Susan Carter who attended the recent Tri-River Area meeting. At that meeting there was discussion on the need for more IT, communications, and webinar support. Lou and CJ were present at that discussion, and shared that there is an apparent lack of communication with Extension and Ag Experiment Station. It is complicated to get information out to many different groups, and there is concern that the public is not aware of things that we are doing. Rusty Collins facilitated the meeting, and CJ will forward a summary of it to DAC when it's completed.

Action Item: Create a Communications Taskforce to look at internal communications between Extension, Colleges, and Ag Experiment Station. Membership will include a Regional Director, two representatives from each region, Joanne Littlefield, Ruth Willson, and a specialist. Regional Directors will be responsible for identifying representatives from their regions, and it will be discussed at upcoming regional meetings. Improved communications is a priority, and a Strategic Plan initiative.

- Greg Felsen asked to have relayed that the State 4-H advisory committee should continue as a functional committee going forward because it brings value. Jean says it is active and meets every other month. They are looking at what can be done differently to improve.

Travis

- Some employees have expressed concerns about privacy related to the CSU Human Resources dependent verification effort that took place earlier this year.

Peaks & Plains Region – Dennis and Kurt

Kurt

- Another concern about the Human Resources dependent audit is whether someone can be dropped from coverage as a result of the audit. Human Resources has said that no one will be automatically dropped.

Dennis

- A longtime Golden Plains Area Director, Dick Travis, passed away in Arizona recently.

Salary Guidelines Update - Judy

There had been a request to review the administrative credit amount used when establishing starting salary for new employees. The administrative credit is currently too low for county directors. Doubling that amount was considered, but the Regional Directors proposed a mid-step increase instead, in order to avoid compression issues. The Extension salary guidelines document is updated yearly and is posted online.

Robert asked salary taskforce to consider implementing a credit for DCT members.

Online Orientation Update – Joanne

Joanne has been working with a course developer and a videographer at CSU Online to put up new presentations for online new employee orientation. Most of the content should be done by late April, and it will launch in the new fiscal year. Joanne will be a course facilitator.

DCT Update - Robert

- Robert reported that the Team's most engaged topic right now is the cluster hire idea, and what the process would be for that. A conversation was held with the Vice President of Diversity about addressing hiring issues and whether cluster hires would make sense for Extension. One barrier is the time it takes to train search committee members on bias. Joanne shared that DCT had asked for help with a 2-3 minute video that would be shown to search committees on how bias informs the search process. This needs to include Diana Prieto. Would like to have Shannon Archibeque-Engle from VPD participate on an Extension search committee to learn the unique aspects of Extension hires, and how we partner with counties in hiring.
- The group is continuing to work on the Diversity Plan. The committee meeting schedule has been adjusted, and they are hoping to get more representation by having meetings at different times of day.
- DCT is excited to make a report at CEAC in April.
- A Free Speech summit will be held on campus April 13, and DCT will bring information from that to Extension.
- Robert and Danielle participated in Safe Zone training today, learning the difference between being an ally and an advocate. Suggestion made to include Safe Zone training at Forum as it was a valuable, interactive training.
- DCT has been thinking about ways for off campus employees to participate in the CSU unite solidarity event on March 29. Some ideas are posting local pictures with hashtags.

Service Memberships – CJ

CJ asked about the policy on employee memberships with service clubs such as Rotary Club. There is no funding available for membership dues, but it is seen as beneficial to participate if employees wish to do so on their own.

China Alliance Exchange Visit – Lou

A group of faculty from several Chinese Alliance universities will visit Colorado and Nebraska Extension in June. We will be planning a week-long itinerary for them that includes site visits and trainings with agents. There is interest in creating a pilot project for 4-H in Anhui Province. Anyone who is interested in hosting is welcome to participate, and Lou is also looking for agents who want to go to China as part of the exchange.

One week prior, at the end of May, a delegation from Anhui Agricultural University will visit campus. Those who are interested should come to campus to participate in meetings.

EFNEP and SNAP-Ed Changes - Lou

There is a discussion currently in congress about restructuring SNAP benefits, and possibly trying to run them through land grant universities. There is not a lot of awareness of difference between EFNEP and SNAP-Ed. CSU lost the SNAP-Ed program because we chose not to participate due to our standards. Susan shared information that a bi-partisan committee sent recommending that the mission of EFNEP be changed so it's no longer providing direct education to people. Our lobbying group, Cornerstone is opposing combining them. We want to keep them separate and have them go through an evidence based process at land grant institutions.

The next DAC meeting will be held on campus at Lory Student Center on the afternoon of Wednesday, June 20, 2018.

The meeting adjourned at 3:40 pm.