

**DAC Minutes**  
**Wednesday, June 20, 2018**  
**Lory Student Center, 328-330**

DAC members in attendance: Judy Barth, Lori Bates, Yvonne Bridgeman, Marisa Bunning, Jan Carroll, Jean Glowacki, Kurt Jones, Joanne Littlefield, Bill Nobles, Jacki Paone, Jana Smilanich-Rose, Lou Swanson, Ashley Stokes, Ruth Willson

On the phone: Eric Hammond, Travis Hoesli, Eric McPhail, CJ Mucklow

Guests: Barbara Shaw

Absent: Dennis Kaan, JoAnn Powell

*The meeting began at 12:30.*

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

**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.

CJ reported that each region has selected two members to serve on the taskforce. He will take the lead in scheduling the first meeting, probably in September.

**The Communications Taskforce will provide an update at the next DAC meeting.**

Related to this, Cary, Joanne, Ashley, and Jan met to talk about creating a report for stakeholders. We are looking to create a standard format for CPRS data that will include return on investment information based on impact. This will be useful for sharing with county commissioners.

**Announcements:**

Congratulations to Joanne Littlefield. She has accepted a faculty position in Georgia, and will be retiring from CSU in July.

Tom Johnson, Associate Director for Community & Economic Development will attend the next DAC meeting. He will plan a webinar for Extension to talk about how he can be a resource to the organization. Additional webinars will be scheduled, based on feedback from agents on their topics of interest.

**Agenda items:**

**Forum Planning - Bill**

Judy and Bill will be lead planners for Forum this year. The planning committee will include a member from each PRU since Forum will be designed around PRU content again this year. DCT will also be involved in planning. The committee will look into options for an organization-wide educational program if the schedule allows, possibly supervisory training.

## Agents' Update

Western Region – Eric McPhail and Travis

### *Travis*

- There has been a request to ask about changing the restriction on per diem reimbursement for single day travel. Since this is a state policy, it cannot be changed. However, staff can request reimbursement for group meals if the expense is directly related to an Extension meeting.
- There was a request to consider changing the County Director stipend policy to include existing Directors. The current stipend increase amount is being used for those new to the position as a way to stay competitive with applicants.

*Jana will check the budget and report on the cost of including existing Directors in the stipend increase.*

Peaks & Plains Region – Kurt

### *Kurt*

- Some staff members have expressed frustration with having to request approval multiple times when updating documents in the LucidPress software. One solution is to save a template as a pdf file and overlay text onto it when needed. Joanne can pass this concern on to Communication & Creative Services, and ask for fewer approval points. Since we are the first unit to use the program there have been a few issues.

The current CCS policy states that only the CSU logo can appear on a document, which has made co-branding an issue. Lou would like to take an example of where this is a problem for Extension to the Vice President for External Relations in order to ask for a change or exemption. He will need documentation.

Front Range Region – Eric Hammond and Jacki

### *Jacki*

- Concerns have been expressed about the federal policy on immigrant family separation.
- Jacki asked for an update on the Farm Bill, and what we can support in Extension. Staff members cannot send letters representing CSU, but can do so as individuals. There is a proposed provision, that seems to have support, to have SNAP-Ed be administered by land grant universities. This would impact Extension.

## PLT Update – Jan

- Jan invited questions about the notes from the last PLT meeting. As a reminder, they are posted online after each meeting.
- The annual federal report was received on time and accepted. An area of improvement is impact statements, and PRU leaders may be interested in having training on reporting and writing impact statements. She suggested checking into whether this could be offered Thursday afternoon at Forum.
- The next PLT meeting will be August 13 via zoom. JoAnn is the Regional Director co-chair of PLT this year.

### Online New Staff Orientation Update – Joanne

Joanne gave a demonstration of the new online staff orientation course, which includes assignments, resources, and separate sections for relevant topics such as volunteers. She revised the last iteration of online orientation, and stripped the content from 12 to 9 weeks. Various staff members recorded videos to include in the program. Participants will receive a trek badge when completed.

A discussion board is included, but there are no set meeting times. A decision needs to be made on whether the course will be by cohort or offered on a rolling basis. Also need a decision on the timeframe for completion. The hope is to launch on July 1. Both online and face-to-face orientation is required (content is not duplicated), and employees can provide a copy of the badge to their supervisor as confirmation that online orientation was completed.

Since information has been updated, the course may be useful to existing employees as well. Joanne will add DAC members who want access to the content. She has also agreed to facilitate the course remotely in the short term. Office of Engagement is providing \$2,500 to CSU Online for development and maintenance of the course.

### DCT Update - Barbara

- A regular DCT meeting was scheduled in place of Widening the Circle this week so that another co-chair can be identified as Robert has resigned. The committee has been discussing how to do better at sharing leadership, and may put a rotation plan in place.
- Widening the Circle continues as a professional development opportunity.
- The proposal for a diversity cluster hire position is now ready to move to the next step. It will be shared with Regional Directors and Jean so they can continue to work on it. There was discussion about what a cluster hire does, and how to work with counties so they see the benefit of it.
- Everyone is always invited to join DCT meetings.
- The language survey regarding non-fluent English speakers has been tabled.
- There have been trainings on diversity awareness, and there is interest now in training on steps for taking action. Related to diversity strategic plan, DCT will work to come up with strategies to move programs forward.

### Extension Professional Development Position – Lou

- After Judy's retirement on October 31, the new office structure will have the Deputy Director providing oversight to fiscal, human resources, and a new professional development position.
- Lori and Judy will create a draft position description by mid-July, and the goal is to have a November 1 start date. Judy asked for feedback on what duties should be part of this position, such as program evaluation expertise, mentorship, internship program management, etc.
- The Deputy Director will take over handling legal issues.
- This is a new state office position, partially funded with salary savings.

### Diversity Position Funding – Jana

Last year Extension received partial funding on a \$60,000 request to make diversity hire. This year we have the remainder of funding, and will look to fill the position.

### Extension Faculty Status Update - Ashley

Last April Faculty Council approved changes to the Faculty/Administrative Professional manual regarding non-tenure track faculty status. There are new categories such as Senior Instructor, etc. The change includes professional development opportunity, in the spirit of sabbatical leave, and addresses voting rights and ex-officio membership on Faculty Council. This is a positive step if Extension wants to pursue faculty status because it leaves many decisions to the units. A ranking system is required.

**Action Item:** It is time to reconvene the faculty status sub-committee now that this change has been approved by Board of Governors. A decision needs to be made about whether to pursue faculty status as an option for Extension personnel. This committee will work side by side with salary taskforce, and the hope is to complete the process by Forum.

#### CSU Online Non-Credit Programs Update - Ashley

Pat Gannon has served as Interim Director of Professional and Noncredit Programs at CSU Online since Mike Macklin's departure. She recently accepted the position permanently. A new program manager, Cindy Troutman, was hired to work under her. Ashley asked members to think about programs that might be appropriate for an online format. A new customer interface is being launched soon, and this would enable online workshop registration. Pat and Cindy will be invited to a future DAC meeting to answer questions.

The CSU Online Senior Director search is complete and the new person will start August 1.

#### Strategic Plan – Ashley

Input regarding the strategic plan was requested at regional meetings. Cary and Ashley reviewed the responses and looked at the high priority areas to focus on.

The next DAC meeting will be held on campus the morning of Wednesday, September 26, 2018.

The meeting adjourned at 3:15 pm.