

DAC Minutes
Wednesday, September 26, 2018
205 University Square

DAC members in attendance: Judy Barth, Lori Bates, Yvonne Bridgeman, Marisa Bunning, Jean Glowacki, Dan Goldhamer, Kurt Jones, Dennis Kaan, Eric McPhail, Jacki Paone, JoAnn Powell, Bill Nobles, Jana Smilanich-Rose, Ashley Stokes, Lou Swanson, Ruth Willson

On the phone: Eric Hammond, CJ Mucklow

Guests: Tom Johnson

Absent: Jan Carroll, Travis Hoesli

The meeting began at 8:30.

Updates on action items from June meeting:

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.

The committee held a mini-retreat to discuss the survey results and next steps. The survey showed that there is interest in moving forward, and it was used as a guide to gather more information. Jeff Tranel was the lead on a document that shows possible structure for promotions, and sabbatical-like professional development. There is now a faculty information page on the Extension website that gives background, results of the survey, examples from other universities, the draft of processes, and a place to submit questions to the taskforce. There are also regional informational sessions planned.

Extension needs to decide this fall on whether to take this proposal to Faculty Council.

Issues that need to be addressed are:

- University status depends on the ratio of tenure vs. non-tenure track faculty, so adding all Extension agents as non-tenure track faculty may be a problem for the university.
- Extension would be a separate unit in evaluating for promotion, which is new and would need to be set up.
- The title is a concern – it would likely be Extension Faculty.
- There was a question about whether county partners would be supportive of a sabbatical-like leave. This would be open to county funded staff that are employed by CSU.

Marisa reported that academic departments have been accepting of the other newly developed non-tenure track faculty titles and ranks, so she doesn't anticipate resistance from other departments.

Lou wants to make sure that everyone has a chance to consider the proposal, and he suggests a straw vote. Directors should also talk with their employees directly.

Agenda items:

Report on Southwest Colorado visit – Lou & Ashley

Lou and Ashley recently visited the Ute Mountain Ute reservation during a trip to southwest Colorado.

The purpose of the visit was to listen and learn, and it went very well. Barb Shaw and Tom Hooten have put in a lot of work toward developing a good relationship with the tribe. They met with the K-12 education director (whose job is to help students graduate and go to college, though there is no school system on the reservation), and with the public safety/emergency coordinator for the reservation.

The tribe has interest in receiving education on how to care for animals and on drought issues. Livestock range and youth are high priority topics. There are differing needs amongst the tribes in the area. They are eager to teach us, and want to address cultural issues. For example, they can educate us on the differences in how youth learn. May be able to connect through Widening the Circle, etc. Eric noted that there is a high tribal presence in Gunnison, and it may be worthwhile to connect with them to get livestock programming up and running.

Announcements - Lou

School of Dance & Extension

A new faculty member recently expressed interest in working with Engagement. Office of Engagement funded her program for dance outreach for three years. It includes five trips over the semester that provide ways for students and faculty to engage with communities. Some possible connections are with Ken Grimes and his work with theatre, the Northeast Regional Hub in Sterling, and in Summit County. This might align with the 4-H Youth Development and NFSH PRUs. Engagement provides some funding to the colleges for engagement related programs.

On a slightly related topic, Kurt wondered what resources are available through CSU for helping fair boards with negotiating music events - event management expertise and making business decisions.

CWI changes

The Colorado Water Center is now in place, with Reagan Waskom as Director. Re-branding is being worked on now. It will be the home for a new Colorado Water Policy Institute at National Western Center. This is a CSU System level structure.

Extension Disaster Education Network (EDEN)

EDEN is a national network, and it is currently working on the drought crisis. In Colorado, Marvin Reynolds has been coordinating events, and Ragan Adams leads work on big picture ideas. CJ will host a meeting soon to coordinate on disaster and drought before a larger meeting with New Mexico State next winter.

Office of Community & Economic Development Update – Tom Johnson

Tom summarized his background in economic development work in Wyoming. He has spent the last 4.5 months canvassing Colorado, talking to economic developers & agents about how he could add value to Extension.

From that, he's now working on four tools/programs:

- Data for Decision Makers – providing reports on economic data to those who need it.
- Strategic Doing Training – participants get certification on the process to implement plans.
- Training for Elected Officials – modeled from an Ohio State program as an introductory program for new commissioners, etc., which would be offered through CSU Online.
- FLTI is now working with Office of Engagement – they were able to stabilize funding and include workforce development.

A few others things are on the horizon, such as a community assessment on rural broadband needs.

Forum Planning Update – Judy

- The Forum registration site is up
- A lot of networking time is built into the schedule
- 4-H is not first on the schedule this year
- Instead of an evening banquet, the awards and recognition event will be a luncheon
- 30 people have signed up for the Fun Run, which starts near the stadium
- The Mystery of CSU History tour is full
- Administrative Update is shortened, and it will include an evidence based discussion on strategic doing from Lynn Hempel; all of the speakers are internal

Communications Taskforce Update – CJ

The taskforce has met once so far. Input was given to the search committee for the new Director of Outreach & Engagement. Bill and CJ are on the committee, which is made up of several representatives from the field, and two representatives from the Office of VP for External Relations. The position description has been approved and hopefully it will be posted soon. DAC may be asked to consider changing the title to something more marketing related after the hire is made.

The taskforce will keep working toward developing a uniform platform for reporting to counties. Cary Weiner has a good template to start with. AES & Extension continue to work on communicating well with each other and externally.

Online Staff Orientation – intent, process, guidelines clarification – Jacki

Jacki asked for clarification on the timeline and expectations for employees and supervisors with online orientation. It was recently discovered that supervisors had not been notified when employees started online orientation, and now there is a process in place for that. For the most part new employees are sent information about orientation in their first month, and it's important for directors to stay on top of sending county hire employee information to Extension HR so they will be included. The course is self-directed, however the idea is for supervisors to be involved as the employee goes through the modules. There was a suggestion to provide supervisors with tracking information on employees' progress, and until that is available an outline of each module would be useful to use as a checklist to go over together.

Update: Joanne Littlefield checked into running reports on employee usage of the orientation course modules, but that is not available at this time.

Another question was about why some new employees had reported duplication in content between in person and online orientation. It's most likely because those employees started working around the same time that in person orientation was taking place. There is a bit of overlap because the online course is intended to fill in the gaps before attending in person orientation in the fall.

Suggestions for improving new staff orientation:

- Include more videos showing current Extension members in order to get to know fellow employees, such as the videos that were created for the Master of Extension program.
- Take a look at the objectives for in person orientation and for online orientation, and consider separating basic onboarding information from the broader Extension topics.

Digital Measures Update – Ashley

Ashley talked about benefits of using Digital Measures that were considered in the decision to start the process of switching to that reporting tool. One is that CSU campus already uses this software for faculty reporting, so Extension will be more visible in all of CSU's reporting. Another is that Oregon State University reports that DM works well for them, and they use it for similar reporting needs (federal report, reporting to counties, 4-H national report). They also use the software for their annual reviews and promotion/tenure, which could be looked into in the future. The cost of using DM vs CPRS should be either the same or lower, and technical support will be much more robust with DM. It will be easier to pull information out of DM for reporting to counties. Agents need to know that transparency for commissioners is intentional with this system. We may also be able to integrate with customer management systems.

The CSU DM administrators are in favor of including Extension, so work will begin on designing fields, which will take at least a year. The plan is to form two work groups – one will create a list of data fields and reports that are needed, and the other group will review it.

eXtension Taskforce Update – Ruth

Ruth proposed discontinuing the taskforce because it is no longer needed. Its purpose was to make this resource more visible to agents and the effort was successful. Ruth pushes out information from eXtension regularly, and it is covered in new staff orientation.

Agents' Update

Peaks & Plains Region – Kurt and Dennis
Nothing to report.

Front Range Region – Eric Hammond and Jacki

Jacki

There was an issue when working with CSU Communications & Creative Services on promotional materials. A group in the metro area used the appropriate process to get approval on a brochure design, and at the end of that process they were told that they must use a CSU approved vendor for printing. It was about four times more expensive to use that vendor, and there is a question about whether counties can be required to use certain vendors when paying with non-CSU funds.

Update: We received confirmation that county funded printing projects do not have to use CSU approved vendors, but any funds going through CSU are subject to that requirement.

Judy reported on a recent meeting with CCS regarding the LucidPress tool and approval process. It would be helpful to have more flexibility in the tool or to be able to use other tools because many are struggling with the current process. It was agreed that there is a difference between creating internal documents and designing branded documents meant for the public, and internal documents should not have to go through the same approval level. There will be more discussion on how to ensure documents are branded correctly without making the process too cumbersome.

Western Region – Eric McPhail

Eric

- Directors would like to continue the discussion on current director stipend equity. Jana is still looking into the budget for that.
- One county recently purchased a meeting owl, which has a rotating camera and speakers, and gave it a high recommendation. It works well for making sure everyone in the room is heard. When offices are looking to purchase new technology they should check in with Ruth's office to get an up to date list of vendors and equipment recommendations.

PLT Update – JoAnn

- The next face-to-face PLT meeting will be held on campus November 27. PRU Leader Training will be offered at Forum on Monday afternoon. It's open to current leaders or those who have aspirations to become a PRU leader.
- PLT will continue to discuss how to best capture diversity information for reporting. We don't have good tools for this so it's a challenge.
- JoAnn wants to encourage people to keep up with reporting throughout the year. Around 50 people have not reported yet this year.

DCT Update – Dan

DCT met Sept. 11. Projects include:

- Creating a search committee instructional video with Mark Rose.
- Mark Platten is working with agents on wisdom stories.
- Ann and Barb are working on a language survey to find out what languages are spoken in our communities.
- Retta is continuing with the cluster hire proposal project. The goal is to hire a group of individuals at the same time to support diversity and reduce feelings of isolation. School of Education has a good model for this. It has shown good outcomes for applicants, students, and the college.
- Greg Felsen will be a third co-chair of DCT, and they would like to add a Peaks & Plains representative for co-chair.
- DCT will host a session at Forum this year. Benzel Jimmerson will be the guest speaker, talking about engagement of diversity and practical application.
- The next Widening the Circle meeting will be about the cluster hire idea.

Personnel Update - Lori

So far this year there have been 41 searches, the highest number we've had at this time of year. This includes 15 retirements, 6 internal searches, and 5 failed searches. There are currently 9 in the queue. We've hired 8 state classified positions and processed 19 search waivers.

Dennis & Kurt went to Equal Opportunity Coordinator training this week. We're working to improve efficiency in searches by spreading out search chair and EOC duties in Extension. Eight people have completed EOC training. A zoom session for all new EOCs in Extension will be scheduled, and a report on the new processes will be made at CAD.

Employment Statistics – Judy

Judy shared a report showing personnel data for the past 10 years. There was a large increase in searches and search waivers in 2018, with an average number of applications. We've had relative success in getting protected class applicants, but not with getting them through to the interview stage and even fewer into a position. The report includes details on positions, searches, length of service. Applicants are likely to hear about positions online, but word of mouth is significant too. Local newspapers are important in rural areas. Judy noted that the top scoring applicants don't always get hired. Those ranked lower on paper sometimes rise to top because of other qualities. Lou asked for more data on age, gender & race.

Credit Card Payments – Ruth

Jana and Ruth are working with ACNS to build out an online store. They are now piloting it with Douglas County and eventually will open it up to all counties. Counties will need to submit a list of the program registrations/fees they want to put online. A couple of challenges are that all transactions have one merchant ID, so accounting will need to be sorted carefully, and we will need to plan how to reconcile 4-HOnline registration with online payments.

The next DAC meeting will be held on the morning of December 18.

The meeting adjourned at 11:54 am.