

DAC Minutes
Wednesday, December 18, 2018
205 University Square

DAC members in attendance: Susan Baker, Lori Bates, Yvonne Bridgeman, Jan Carroll, Jean Glowacki, Dan Goldhamer, Jacki Paone, JoAnn Powell, Bill Nobles, Jana Smilanich-Rose, Ashley Stokes, Lou Swanson, Ruth Willson

On the phone: Travis Hoesli, Kurt Jones, Dennis Kaan, Eric McPhail, CJ Mucklow

The meeting began at 8:30.

Agenda items:

2019 Forum Dates - Lori

Lori reviewed dates of known meetings next fall, and the committee agreed that Oct. 21-24 are preferred dates for 2019 Forum.

Agents' Update

Western Region – Eric McPhail and Travis

Eric

- There was a request to have a supervisor checklist for employee onboarding. It would also be good to develop a supervisor checklist for online new employee orientation. *Lori and Ashley will follow up on this.*
- Someone raised a concern about messaging regarding end of year reporting completion. The message lists Darrin as technical support, and the PRU leaders as programmatic support, however the PRU leaders may not be the best resource. There are several appropriate resources for programming questions, including directors, mentors or colleagues in addition to PRU leaders. Future messaging will include all of those as suggestions.

Peaks & Plains Region – Kurt and Dennis

Dennis

- A request came from the GPA staff meeting to continue to look for closed captioning resources for video content, and Spanish translation for print material. This issue is slowing the process of releasing materials. *Ruth and Ashley know of a couple possible resources and will follow up.*
- Jana and Ashley are also looking for professional translation services that can be consistently used. *Susan will check on her resources since EFNEP does a lot of translation.* A professional translator is needed to get quality translation for meaning, not just word for word.

Kurt

- Kurt passed on a request for an update on the new vs. existing director stipend issue. The Salary Taskforce is still working on that issue, and they will discuss the results of Jana's analysis at the next meeting.

Front Range Region – Eric Hammond and Jacki

Jacki

- Jacki asked for information about National Western Center progress. Lou share that once the process started it moved very quickly and there was a short timeframe to provide input. Our building space (informally called the Food building) will be 1/3 Ag. Experiment Station space, 1/3 Extension, and 1/3 shared space. Rusty has been the point person from Extension on the project. The plan is to open the facility in two years. We are working with College of Business on the Metropolitan Extension Center, with a rural to urban interface.
- JoAnn suggests including more people in the process, though we need to avoid duplication of efforts. The Center will serve a larger role, not just for the Denver community. This will be on the agenda at the Front Range Region spring meeting.
- The Colorado Water Center will be located in the Water building at NWC.

Agents' Role in Local Disasters - CJ

Following up on conversations at a meeting on drought and drought related disasters last October, CJ started a discussion on Extension's role in disaster situations. Extension staff have been thrown into emergency management roles in the past without much guidance. He asked members whether each Extension office should require someone to receive disaster preparedness training, and for input on how to define the role that Extension has as emergency managers. Ragan Adams (an EDEN lead) suggests requiring each county director or an office representative be trained, and to designate someone in each office as emergency manager.

The role that Extension plays in these situations needs to be defined with county by county agreements. It's typically expected that the county fairgrounds serve as an emergency animal shelter, but management responsibility is not clear. Some counties have imposed unrealistic expectations on Extension staff in past instances. There is a need to be prepared for an emergency within the office up to large natural disasters, while working collaboratively with all levels of government. The 4-H MyPI program is scaling up their work in this area. Lou agreed to take a proposal for funding participants at the upcoming drought disaster meeting at New Mexico State University.

Action Item: Bill made a motion to create an Emergency Preparedness Education Committee, and Jacki seconded. DAC members approved unanimously. Participants will include Kurt, Travis, Dennis, Bill. Need a representative from Family & Consumer Sciences and 4-H. Marvin Reynolds and Ragan Adams need to be involved to give broad perspective. Lou will contact Marvin and Ragan to ask for participation.

Update on 2018 Farm Bill – Lou & Ashley

Lou and Ashley summarized the latest version of the 2018 Farm Bill, displaying a summary from Cornerstone lobbyist group. Extension and Ag Experiment Station funding is intact, and there may be marginal new funding. EFNEP funding remains the same. Ashley spoke about a WEDA initiative to work on being more effective with working across 1994 institutions and indigenous populations. There are plans to simplify the plan of work and reduce time and effort paperwork. The Bill is now bi-partisan and includes support for SNAP.

Executive Order on Smoking - Lou

The State of Colorado issued an executive order banning smoking in all forms on state property, effective immediately. County property is not included in this order, however all should be treated the same under the spirit of the CSU policy.

Advancement Opportunities & 4-H Foundation – Ashley & Jean

Ashley talked about the need to create an easy way for donors to give to Extension. The Give Now site through University Advancement has one account for Extension, but it directs to a specific county. Extension does not have a dedicated development officer with Advancement, although the 4-H Foundation does. The Advancement office has tried to be helpful and they are willing to let us use their system for donations. It would be ideal to create a split funded position to be able to facilitate a strategic push for Extension funding in the future. Decisions need to be made about how funds will be used once the Extension Give Now button is active, and we need to create a portfolio of options for donors.

Jean shared that the 4-H Foundation has formed an intentional partnership with CSU Foundation. An accounting firm has been hired to sort out accounts, and there are plans to align the 4-H Strategic Plan with the Development Plan. The new 4-H Foundation Director is putting more focus on development than in the past.

Action Item: An Advancement Working Group will take on this initiative. Members of the working group are Ashley, Jan, JoAnn, Jana, Dan, CJ, Ruth & Jacki. Rochelle Platter will be invited to join as well.

Administrative Retreat in September - Jana

The administrative retreat is scheduled for Sept. 16-19. Jana is working on a contract with the venue and starting an agenda. Please send suggestions for topics to her. She will survey administrative staff on what topics would be helpful to them.

PLT Update – Jan & JoAnn

- PLT held a face to face meeting in November and the minutes are posted online. PRU training at Forum was successful and feedback showed an interest in continuing that. The PRU focus at Forum this year was appreciated.
- Update on Extension Internship program: Rebecca Hill will help coordinate for one month. Applications are due Jan. 11.
- Digital Measures implementation is moving forward and a draft of fields has been created. The Tier 1 group is getting together to look at data fields. The hope is to start beta testing in April.
- Cary Weiner is working with Western Regional Evaluation Team for western states to develop best practices in evaluation of Extension, and to produce reporting templates.
- There are changes to PRU funding this year. In the past \$35,000 has been allocated in January for the calendar year. We will be transitioning to a fiscal year cycle, with June 15 as deadline to spend funds. During this transition year, \$20,000 will be made available in January to finish by June 15. Then \$35,000 will be available on July 1 for the next fiscal year. Proposals should show ties to the mission & vision, and cross-PRU projects are encouraged. Lou may make funding from Office of Engagement available on a case-by-case basis for trans-PRU initiatives so as not to take away from individual PRU projects.
- The 10 current PRUs are continuing, with some rolling over and some making a new plan of work.
- The next PLT meeting is scheduled for March 28 via Zoom.

Premium Location Pay – CJ

CJ asked for input from DAC about a unique situation in La Plata County. The County is interested in using funds from land that had been donated to 4-H in the 1950s for premium location pay to Extension agents. All agents in that county have 4-H duties. The question is whether that is in the realm of the gift, and whether or not there would be any objection to pursuing these types of opportunities on an individual basis. The funds are now with the CSU Foundation, and some will be held for capital improvement. Jana noted that the premium pay increase would have to be sustainable. The salary taskforce is not opposed, however there may be questions or concerns from agents in other counties or donors. The general sense from members is that low base salary and salary compression are the larger concern.

DCT Update – Dan

- The new co-chairs of DCT are Dan and Greg Felsen. The upcoming January meeting will be used for strategic planning, and they hope to identify a couple of big goals. Scheduling DCT meetings is a challenge because there is no central calendar showing standing meetings that would conflict.
- DCT is continuing to pursue the possibility of a cluster hire, and looking at a macro strategy for retention. VP for Diversity, Mary Ontiveros emphasized working on recruiting diverse candidates. Dan will look into planning a Creating Inclusive Excellence retreat.
- There is a question about how Extension can engage with county partners on the new Land Acknowledgement statement.
- Results from Forum training surveys show highest need for support for issues with drugs and housing, and for more internal resources. The greatest assets are Extension qualities.

Professional Development Opportunity - Jean

Jean shared information about an upcoming professional development opportunity for 4-H staff. With support from Regional Directors and Office of Engagement, the State 4-H office will provide training May 9-10 in the Denver area. Professional research knowledge competencies for delivering 4-H programming effectively show volunteerism and a need to reach diverse volunteers as a priority. The CSU School of Social Work is helping with the training, and we will tie it into how this fits with county needs. The plan is for this training to be a kickoff to offering 4-H professional development three times per year.

Updates – Ashley

Strategic Plan & Professional Development:

- Ashley recently met with Laura Jensen, Vice Provost for Planning & Effectiveness, about the CSU strategic plan. She will use the Extension strategic plan as a resource for how Extension ties into the University's plan. Professional Development is a strong priority in Extension's strategic plan.
- The new Professional Development position search is underway, and interviews with open forums will be Feb. 18-19.
- The Regional Directors have started hosting new county/area director trainings over Zoom once per month.
- CAD is scheduled for March 6-8.
- Front Range Region had a successful professional development training day, offered at no cost using salary savings funds. The day included everything from crucial conversations and conflict management to cheese making and a raffle.

Extension Faculty Status:

- The committee worked hard to gather information from other universities, and follow the progress of changes to the non-tenure track faculty process at CSU.
- The Extension proposal went through about ten drafts. Ashley has been vetting the proposal with different groups on campus. Zoom sessions were held to share information and get input from Extension personnel, and a vote was taken for those who would be eligible to convert. Voting closed last night and results showed a high percentage are in favor of pursuing this initiative (78% participation with 87% in favor). The committee will move forward with submitting the proposal to Faculty Council.
- Along with this, we want to think about staff who are not eligible to convert, and Ashley has met with Administrative Professional Council leadership about ideas for recognition of hard work for all classifications.

Data on Extension – Lou

Lou shared an index on satisfaction with Extension services. It shows a steady 4 out of 5 ranking regardless of lower funding years, which is phenomenal. He will share this data with President Frank & VP Miranda today.

The next DAC meeting will be held on the morning of Wednesday, March 13, 2019.

The meeting adjourned at 11:20 am.