

**DAC Minutes**  
**Wednesday, June 13, 2019**  
**205 University Square**

DAC members in attendance: Wes Alford, Susan Baker, Lori Bates, Yvonne Bridgeman, Jan Carroll, Jean Glowacki, Dan Goldhamer, Megan Griffith, Brit Heiring, Dennis Kaan, Jacki Paone, JoAnn Powell, CJ Mucklow, Bill Nobles, Jana Smilanich-Rose, Ashley Stokes, Lou Swanson, Ruth Willson

On the phone: Travis Hoesli, Eric McPhail

Absent: Kurt Jones

*The meeting began at 8:30.*

**Update on Action Items:**

**Agenda items:**

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.

**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.

**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.

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.

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

The meeting adjourned at 11:20 am.