

**DAC Minutes**  
**Tuesday, September 10, 2019**  
**205 University Square**

DAC members in attendance: Wes Alford, Susan Baker, Lori Bates, Jan Carroll, Jean Glowacki, Dan Goldhammer, Megan Griffith, Brit Heiring, JoAnn Powell, CJ Mucklow, Bill Nobles, Jana Smilanich-Rose, Ashley Stokes, Ruth Willson, Eric McPhail, Marisa Bunning, Cary Weiner, Reagan Waskom; Darrin Goodman

On the phone: Jacki Paone, Eric Hammond

Absent: Kurt Jones, CJ Mucklow

*The meeting began at 12:02 pm*

Ashley introduced Reagan Waskom to the committee as the new Director of Extension and provided a little of his background as Water Center Director.

Reagan – has had a couple of meetings with President McConnell who has a strong commitment to Extension. She wants to make it a better funded organization and she understands the needs and benefits of Extension and its mission. She has received her recommendations on the future VPE/Director from the search committee and is working through that information and will hopefully have a decision announcement soon.

Ashley also had a chance to visit with President McConnell and echoed Reagan's excitement and encouragement about her leadership and the direction she wants to take the organization.

Introductions of those in the room and on the phone.

Digital Measures Updates – Darrin Goodwin reported on the status of the project and its current status forward with this new system. He showed a mock-up of what the activities page will look like. New fields will be added to the system specific to Extension agents to help capture Extension work that's not already in the system. A group called FSAS IT Group of IT Professionals who administer Digital Measures to their units across campus. Possible glitch in the system preventing changes to the system that Darrin is submitting.

Digital Measures is ready to go from the provider standpoint – waiting for approval back from the IT Group, which once comes through will go to the vendor. The goal is to start a pilot of users in October. Still on target to launch Extension-wide in January.

Question from Jana – are we still using the Sponsored Programs screen? Ashley and others in discussion – Yes, OSP generally populates info for the P.I. Extension has a lot of individuals who work on other P.I.s' grants. Collaborators may have to list this information in their own profile manually.

Darrin and the group are also working on developing training materials and modules that will be available as part of the roll out.

Ashley is excited about the inclusivity and flexibility to cover the breadth of service Extension professionals. Cary is hopeful that this tool will be able to be used for performance appraisals.

Confirming the roll out date is January 1, 2020.

Bill – will this be discussed further at Fall Forum in October? The response was yes – Darrin and Wes are working out the details for this.

Ashley – training materials that exist already on campus – Liberal Arts had some unique methods that may be helpful to us as we develop our own training materials and modules.

### **Update on Action Items:**

Update on the Emergency Preparedness Education Committee – Bill and Jana are still working on speaking with County agents and making it clear on who is responsible for folks out in the field.

Ashley – each of the MOUs with the counties look different. We've been having discussions about better defining expectations around emergency preparedness.

Advancement Update – Jana – request has been submitted to create an online giving page. We now have a general giving account that is ready to utilize after some Weld County endowment dollars had to be moved out of the account. Next steps are to talk to Brit about roll out a communications plan and engaging with potential community partners who may be interested in giving.

Dan asks about tax information and donor acknowledgement which at this time, would be managed by CSU Foundation staff as Extension does not have a gift officer.

A development officer can be hired if we can get half of the person's salary that will be matched by CSU Advancement.

Reagan asks about sub accounts that potentially could be linked to the online giving page that would direct money to the intended specific recipients within the Extension organization. Ashley indicated that the committee is working on developing a menu of items that potential online donors can be directed to give based on their interests.

### **Agenda items:**

#### Agents' Update

Front Range Region – Jacki and Eric on the phone did not receive any items for regional update. Jacki the conversation about MOUs is timely because her county is currently dealing with insurance issues. An awareness is needed because of turnover – Jana had a conversation with Risk Management. CSU is projecting CSU insurance costs are going up 22% next year because of natural disasters and other items. JoAnn is meeting lot of counties Gilpin, Adams, Jefferson County, Larimer County all interested in renegotiating their MOUs. County managers and county commissioners are turning over and sharing issues and concerns amongst each other. Just coming off their CCI meetings where they discussed extension and other topics that are bringing these issues to the forefront. IRS changes have also made to look at accounting correctly for these issues. County versus State employees.

Language Updates Pending for the MOU templates.

Computer Technology

Vehicle Insurance  
Emergency Management  
Supervision

Language is in the process of getting approved by the OGJ to be include in MOU templates going forward.

Commissioners and County Managers JoAnn is meeting with to listen to concerns right now. Driving and insurance driving county owned vehicles but driven by volunteers.

Budget reporting discussion – comparative budgets from county to county how inaccurate the 10 county budgets. Data available that we can all use the same information from the State level. Jana – the last round of ROI data with the goal to make it more “apples to apples” Jana to send potential changes to country directors by the end of the month. JoAnn County Commissioners Incorporated questionnaire that only asks 3-4 pieces of information which is figured differently amongst each county. Request ROI be used by CCI in the questionnaire. Perhaps could be provided by Extension state office.

Western Region – Eric McPhail

Travis left CSU, Glenda Wentworth has accepted nomination to serve on the DAC committee with Eric.

Supervisor development trainings – sticking to our timeline new directors/supervisors are we working with them to offer more classes – especially the required foundation classes. Are there online options that continue to be available, which there is excitement, but not sure if its meeting the needs to stick to the timeline? Wes discussion with Talent Development to offer some of these classes during forum. There is a need to better track individuals progress. Discussion on what is currently available in the system and the ability to request at an organization level courses completed be added to the system.

Minimum of 30 people needed for individual in person training opportunities. If we can commit to having 30 people to run each course. The online schedule is set in advance 6-8 months that has a rotating scheduling. Wes sends out as much as possible with reminders. Ria Vigil is working to do more Creative Inclusive Excellence components across the state.

Are we experiencing more turnover? Is this typical – thoughts on why?

Wes said there hasn't been a turnover report done in seven years. Wes is hoping to do this next reporting in November, after Forum. Look at climate survey data and try and draw correlation to potential causes. Wes wants to do employee engagement surveys in the coming year(s) which can't be pulled from the climate data. Ashley – there are online exit surveys.

Lori 2018 – 42 searches 18 of them were as a result of retirements.

2019 to this point is up to 42 but don't have specifics on resignations vs. retirements. Lori predicts 50 searches by the end of the year. For Joann its new positions and life changes/personal situations driving turnover.

Jana – is there a target number?

Ashley – how do we compare to the rest of the university? It seems like a lot need more data and information to get a better picture of this.

150 agents

Joann base salary of front range entry level specialists raised by \$1000 to \$45,000. Housing costs across the state are high for entry level positions. Puts a lot of pressure on young professionals and living independently. External pressures affecting these issues as well – both rural and urban experiencing. Faculty status will hopefully help with this some and the potential salary increase that could come with that new status.

Salaries – salary task force hasn't met in a while. Discussion on Directors salaries and increases.

**Action Item:** Jana and Lori can make this priority at looking at this data.

Web site slowness – Ruth responds to. Darrin today is when we're moving to the new servers and working on fixing some of these issues.

Frustration with sponsored programs for bill paying and figuring out accounts – must come out of sponsored programs accounts versus getting reimbursed. Jana – training needed for staff on how to work with sponsored programs on submitting grants. New research administrator that Jana is working with pushing through pre-spending accounts. Ashley and Reagan must approve pre-spending that covers the expense even if the grant is not awarded.

Sometimes easier to apply for grants with other organizations that aren't CSU might be good to capture this practice across regions.

Jana – is this something that could be captured in Digital Measures? Yes, it would be manual entry, but it could give us an idea of which come in from sponsored programs and which come from outside sources.

**Action Item:** send out current contact list of staff in sponsored programs. Jana and leadership could provide some guiding principles on when grants could or should be submitted through CSU – work with or use ones developed by JoAnn.

Peaks & Plains Region – Bill

Are we going to see a county commissioner survey again this year? Ashley indicated yes. Agents/Directors can be better prepped for this to capture what they're doing for their counties to convey to their commissioners through the survey. There is not an accurate awareness of what all is happening and what services are being provided by Extension.

Now is about the time they go out – without about a month to report. Office of Engagement/Yvonne will be sending those out. Regional update Bill will put a note in Extension update reminding. Go through County Manager can be more effective. Initial ones sent out electronically – (clarified). Some counties do a really good job of putting together a one pager promoting what they have accomplished.

Tough fair season.

Staffing after 4-H agents leave their county offices and staff who don't know how to react or maintain programming and functionality.

CCI regional meetings discussion – Joann splinter counties, Denver, Boulder don't participate in CCI (philosophical differences). Dealing with 6% flat cuts in some counties. How to keep local government intact.

Arkansas Valley research center opening September 26<sup>th</sup> Otero county commissioners have been great to work with. Ashley attended Western Campus and Rogers Mesa grand openings. Great for co-location opportunities and organic agriculture.

10-minute break 1:30 pm.

DCT Update – Dan Goldhamer

Worked on the plan over the summer, busy season of 4-H over the summer. Review specific questions meeting 1:1 with leadership. Cleaned up version at forum in the admin update and have breakout sessions there could be flip charts with ideas. Synthesize that and by the end of the year almost final version for comments questions and concerns to Extension at large.

Employee climate survey – October 3<sup>rd</sup> available to all of extension through zoom. Shannon Archibeque-Engle will be champion and presenter of climate survey. Announcement to go out on admin bb. Session will also be recorded.

Draft of statement of support from last DAC to put this together we've heard clearly from extension through strategic plan support.

Comments/feedback on the language in the statement to be reviewed and sent back to Ashley within a week. Include opportunities for people to provide input that could be included as part of the message. Professional development opportunities; call to participate in the DCT. Call to action with opportunities.

Bill recommends putting the CSU Principles of Community on the document and link to that in the document. Joann proposes changing the language to remove "initiative" from the document.

PLT Update – JoAnn & Jan

\$25K in grants were funded went to programs – the RDs \$10K to Wes to build capacity within the organization. Cohorts to be developed across the regions for change management training amongst faculty. Training selected individuals.

What will the selection process for be? Respected within the region, communication, mindfulness skills based on RDs experience/knowledge of individuals who may be tapped to serve in this capacity. Commit to the training and who will serve the organization in their region. Jean pointed out that we tend to pick the same people to serve in this capacity – Joann indicates intention to consider diversity

Is there an outline of what this will entail – only from what Wes submitted in his proposal. Develop some conflict management trained crucial conversations – team of go to people who can assist in this capacity.

Next meeting: PLT – December 11<sup>th</sup> cross cutting integrated projects starting with climate change opportunity for more initiatives, disaster preparedness. Conversation about what else might be out there and how best to approach these topics that cross PRUs. To be shared with new VPE.

Faculty Status Updates - Ashley

President McConnell has been briefed by the Provost and Ashley on the document/proposal. Extension at West Virginia reported directly to her as Provost.

Talked to Chair of faculty council and language in the manual to become recognized as a unit like the libraries. Working with the provost's office on these details and when they are on the agenda at a forthcoming faculty council meeting. Bring up the budget frequently to determine how to phase in. On 14<sup>th</sup> draft of the document.

Are the agents on tenure-track in West Virginia? Tenure track limitations are written into State of Colorado statute. Professional development and the 'spirit of sabbatical' are still in the language. We will have to self-define what that may look like in the future and how to be equitable with the rest of the organization.

Discuss of county funded agents and staff in relation to the budget considerations and how this coincides with other work being done at the university for non-tenure track faculty that is on a similar trajectory.

Fiscal Operations Update – Jana provided an update based on what is being prepared for the upcoming Board of Governors' presentation. Growth area in fee for services area. No increases in federal funding are projected.

Ashley asked Jana to email out.

Jana demonstrated the new Quali interface that will be rolled out in October and is working with campus partners to develop online training that can be given to field staff. Functionality of the system does not change.

Suggestion for next meeting is to use zoom for online presentations.

Forum Update – Wes, this year will be a transitional year. Program planning balanced with social aspects, professional development. Dr. Deborah John coming from Oregon State. How do all of our programs touch on human health and development. Will be interactive sharing ideas, outcomes impacts. More robust admin update. Extension tailgate Tuesday evening. Three offerings for Talent Development where they are saving some spots for Extension. Registration and association dues cannot be collected in the same transaction. Awards luncheon as opposed to dinner – buffet style. Registration will come out as soon as possible – new registration system – Eventbrite to be used. How the funds are collected.

New Staff Orientation on campus in November – not as jammed packed as previous years. As much as can be put online will be put online. 4-H responsibilities will continue after the main event. Training will be done which could be available to other agents and staff that aren't specifically assigned to 4-H.

New staff networking session at forum will be Monday afternoon. Ask an expert session as well.

November 18-21<sup>st</sup> Weds & Thurs will be full 4-H days. 47 potential new staff participating. The goal of having this done twice a year going forward for March and September that hopefully will create a cohort model.

Core modules – such as get to know your county commissioners, agent module, 4-H module, county area director module, [based on position] meetings with supervisors and mentors – connecting with people in your program area.

Online training content are helping to incorporating different tracts in these new modules – core foundational modules (history extension, acronyms) CSU Online badge modules for agents, county directors.

Dates need to be shared soon for new employee orientation. Mon – Tues all new staff Weds-Thurs 4-H training.

Could forum be done twice a year? It used to be that way. Did state office cover travel for everyone for both events? Some PRUs use funding for retreats – but it doesn't bring everyone together. Good question for new Director.

Is there a way to work with the Hilton \$120-\$140 target range? Marriott may be a willing partner.

Ashley is working alumni association and admission who want to better connect to Extension.

Jean – protection of minors policy developed a few years ago. Worked on putting together training. Statewide. Linda Schduter Sally Alexander will do the training over zoom – it is required and recorded October 8<sup>th</sup> 12-1:30 pm either in 205 or downstairs.

Jana – business manager office 50% grant support is built into this role that they are hiring customer service built or emphasized in the position description.

CJ – Belinda Wentworth new DAC representative for western region.

Update on Vice President/Director Search – CJ started 9 months ago 25, narrowed down to 10, brought in 5 candidates which is unusual. The committee met Friday and made a recommendation to the President. The search committee has disbanded. Made acceptable and not acceptable. Questions about structural changes about a director/all is now in the President's Office. Alan Rudolph is doing background checks on candidates.

Brit – serving on committee planning for 150<sup>th</sup> anniversary Jen Welding is event planning the whole thing – has recorded a video for Extension. Looking to brand or incorporated into pre-existing events. Fall address next week kick-off presentation to start the year of celebrations 150<sup>th</sup> Amongst college of Ag to be rolled out into Source in two weeks. Increase in number of articles to approximately 2 a month since Brit started.

Transitioning to Canva – lucid press users. To create their own marketing. Canva has 4000 templates that will be pre-loaded CSU fonts/colors for folks to use.

Ashley – BOG presentation will be given in October. Joann suggests putting that presentation on the website and possible the President's white paper to the Governor.

Marisa Bunning – two day Ram Tour in August impactful highlighting Extension. New Dean of CHHS impacts and 4-H meet and greet departments. 3 \$5K grants to faculty to engage with extension who have not previously done so awarded by new Dean Lisa Youngblade. Ram Tour is a very effective program.

Mark traveled with the group and the marketing video for the tour will be updated and sent out soon.

Ashley recognized Jan for twenty-five years of service who will be retiring October 1<sup>st</sup>.

Sue Commings passed away 1<sup>st</sup> female agent who served in Leadville curriculum specialist. Cattlewomen's' association.

What are we calling DAC? Directors' Administrative Committee. Advisory Council.

The next DAC meeting will be held on Tuesday, December 10, 2019 12 pm – 4:00 pm

The meeting adjourned at 4:02 pm.