

**DAC Minutes**  
**Wednesday, April 8, 2020**  
**Microsoft Teams**

DAC members in attendance: Blake Naughton, Ashley Stokes, Darrin Parmenter, Lori Bates, Rochelle Platter, Wes Alford, Susan Baker, Jean Glowacki, Dan Goldhamer, Martha Thomas, Megan Griffith, JoAnn Powell, CJ Mucklow, Bill Nobles, Jana Smilanich-Rose, Ruth Willson, Cary Weiner, Eric Hammond, Dennis Kaan, Glenda Wentworth, Kurt Jones, Marisa Bunning

Absent: Jacki Paone

Guests: Darrin Goodman (Extension Web Systems Coordinator), DCT Members: Greg Felsen, Abi Saeed, Erika Sandoval, Laura Larson, Retta Bruegger

*The meeting began at 1:03pm*

Ashley introduced Martha to the group as her new Executive Assistant.

COVID-19 Updates- Blake and Ashley

- University leadership is focusing on ensuring health & safety of students, and continuity of operations. Planning for additional ways to help students to enroll online in summer and fall if they are unable to return to campus. Face to face classes have been canceled for summer. The Governor's office has yet to determine when the state can lift restrictions, and educational institutions might be restricted for longer. The state fair is still on, but unsure about county fairs. For now, Blake's recommendation is for Extension to tentatively plan events with alternative scenarios for summer. If the state fair takes place but county fairs are canceled, think about how to manage contests virtually, for example. We don't anticipate a directive from CSU leadership on events until late summer. Since state and county decisions may differ, CSU will continue to work to be clear in communicating about processes and the rights of employees.
- To add on to the discussions about fairs, Ashley shared that the State Fair Board decided they will plan for State Fair, and will meet and make a final decision on logistics on June 24<sup>th</sup>. Campus is currently making decisions for parts of the summer and what that looks like. She has attended different teams/zooms with other Universities, and in some states they will not do face to face until September 1<sup>st</sup>. County fairs/other events through May/June should plan to be virtual, but if something lightens up, this could change. Zoom updates are held twice a week, so if new information arises, you can find out there. One example modifying a program is that on 4/17, the Forest Service will start delivering seedlings by working on distributions so there's no one there to man it and limit contact. A lot of questions have come up about this, so please share this with your regions.
- Fiscal impacts of pandemic closure: We are tracking fiscal impacts in FY20 and starting contingency planning for FY21 budget. Predicting 10-20% drop in freshman enrollment for fall which will have impact on the budget. Spring withdrawals have not been severe and there may be a slight dip in summer enrollment. We're in early conversations about planning for 10-20% budget cuts. There may be relief funds or utilization of reserves but that information isn't available yet. As of now we are in a hiring frost – still hiring

and providing critical services and operations however until the status of the budget is known, justification for hiring decisions must go through the president and non-critical positions may be delayed. Externally funded positions will likely be viewed differently than those paid from state funds. The state budget will be delayed until possibly June since legislation is suspended. The university is preparing justifications and higher education impacts in order to lobby for federal relief funds.

- Federal regulations are providing more flexibility in leave related to COVID-19, and the state has enacted protections for workforce as well. More information will be announced soon. CSU HR is looking into options for accounting for redirected time, so we are able to track how much FTE is attributed to COVID-19 response. This is for the purpose of documentation for relief packages, not to control or insinuate wrongdoing by employees.

#### Discussion on Communications- Blake

Blake posed a question to the group: **what are our methods to better get out our information to the public?**

- The regional directors have been doing weekly zoom/newsletters and the emphasis has been on local communication. Trying to do things via zoom out in the plains, but they don't have the bandwidth to make it happen.

Blake: what are ways for agents to cross-post on Extension Facebook page/other social media? What is the appropriate way to get the word out that CSU Extension is still working?

- There is a need to leverage networks and get them out to nonprofit partners, and statewide. Katie and the Victory Garden program is an example of multiple counties cross-sharing. We need to identify gaps in comms market and push out the contact and leverage through partners and other Extension.

Blake: **DAC can look up from local focus to send information to the main Facebook page/Extension page.** Our efforts are hidden unless you already know where to look. Main websites don't surface PRUs and programs websites. Picture from the public is missing. Communications Director will help, but we have a particular responsibility in this time to show our presence so that it is known that we are still relevant. **Ashley and RDs need to push something up so that any county gets pointed to statewide Facebook/etc.**

What resources do you need? What would be a way to show that CSU is open for business?

- Glenda asked if there were examples from other states.

Blake: yes, Missouri and Wisconsin put out weekly calendars on every Extension website. **Can send examples around of what he sees that might be helpful.**

- Ashley noted that these other states have robust communication teams. Can CSU Online help, do they have the bandwidth? These states have extra teams that we just don't have. If Online can do it, that would be well-received.

Blake: even if we had a Communications Director and Coordinator, each person is still within a push of a button to get messages out to people. It doesn't take a centralized resource to put something from local to all of Colorado, on the main page. **"Like" each other's stuff and**

**follow each other's stuff. Responsibility for connection is on us, each individual. Each agent/specialist needs to be part of it.**

- Ruth noted that she gave Katie Facebook access as an editor. **We could identify who could be editors for Facebook- PLT members. Could add contributors.**
- Darrin said don't overload with Facebook posts. Counties are doing so much in the regions and webinars and too much is going to cause people to disengage.
- Dan said other language is a problem, everything's done in English.
- Cary said on the backend, Darrin and Cary talked about **adding COVID-19 related checkbox to digital members so that at least we can aggregate and tell story of how Extension responded to COVID-19.** Blake said to maybe call it a generic emergency response in case it happens again.

Blake:

- CSU Online is not yet at a breathing point because they are preparing summer courses. but non-credit courses from Extension should be same processes as Online non-credit courses. **When it lets up, can share with everyone.**
- Suggested having a **Google calendar where we can populate things and open up for people to put their events** shows where CSU Virtual programming lives.
- We need a pricing strategy open to wide variety of audiences, when do we charge. We haven't developed a robust process of thinking that through program by program. Already in a 7-figure hit this year with what's happening.

DCT Update – Dan Goldhamer

- Transition Plan: currently is in Blake and Ashley's hands. DCT is trying to figure out next steps in next 30-60 days on what that looks like. It is not just a DCT plan, but an Extension plan. Blake and Ashley said they will get final clarity and look it over with a fine-tooth comb. 30-60 days from now they will still be putting out fires, but their commitment to this is strong in finding a pathway to commend the work that DCT has done. Ashley noted that the Strategic Plan is very operational and does not pull out diversity because it should be embedded in everything we do. How we approach this in general is that it should live with all of us and the expectation is that we all contribute. We appreciate the DCT, but the topic lives with Extension- it is the core value of Extension. We are looking forward to putting it into action.
- COVID-19 impacting oppressed communities greater than empowered, there are a lot of people who can't work from home and on zoom. Erica has done awesome MS Teams work, putting resources in one place in Spanish and other languages.
- In working with other PRUs diversity inclusion, DCT has been perceived as the PC police and it will be a big barrier to any change in our organization. Trying to give voice to participants since people felt bullied, as demonstrated on the climate survey, DCT needs help building an Extension wide culture that includes everyone. Looking at how we address what was in the Climate Survey.
- Laura said that the messaging from leadership has not happened in a broad way so we ask that at some point, when they have the bandwidth, to focus on encouraging people to do training, for example, so that people understand its value and importance. As we

move forward, recognize DCT is an all-volunteer group and no one has the ability to contribute full time. Leadership messaging will keep people moving forward. **Action Item:** Blake and Ashley will continue that messaging as they figure out what the actual plan is.

#### PLT Update- Cary

- We will continue to discuss at PLT and with PRU leaders what needs they have. Some issues are evaluation, needs-assessment, and various parts of programming cycle. The Plan of Work Committee will address these issues. We will refresh the Plan of Work template so it is more useful. At the PLT meeting we will continue conversation around more immediate needs related to program planning in the COVID context. We are providing resources for planning processes and will continue conversations that have already been taking place around needs.
- PLT had approved the Plan to Invest template that staff will use to document their program planning efforts for 2020. PTIs are used in conversations between staff and supervisors at performance appraisals. Heard from one county director about this. Would like to hear feedback from others.
- Federal reporting changes moving from more quantitative ways of capturing impact to more qualitative. Looking for impact stories rather than annual reports.

#### Agents' Updates

##### Front Range- Eric

- None. No items to bring forward. Extension update meetings are answering questions.

##### Western Region- Darrin P and Glenda

- Darrin: echo what Eric said, there's been enough good discussion that no one brought anything new up to talk about
- Glenda: don't have anything. Internet connectivity has been very difficult in Western Region and in our counties.
- Ashley said the Provost is very interested in working on that, so we are working on it.

##### Peaks and Plains- Dennis and Kurt

- Dennis: didn't have anything on the East side, meetings Ashley's been doing have kept everyone up to date.
- Kurt: heard back from someone else that they do appreciate the regular check-ins, particularly during this time frame. An agent asked what DAC is and it hadn't been updated in a long time and there is still membership that needs to be updated. **Action Item: update membership on the website.**
- County Director Stipend Subdiscussion:
  - o Kurt brought up that the County Director Stipend has come up again. It still has not been corrected for a number of people, so he is not sure the item has been adequately addressed.

- Jana has scheduled meetings with those who want to discuss that item, and will put forward increases for those who received increases and opened up conversations for anyone else who wants to talk about that further.
- Ashely said the RDs are having a meeting about this after DAC. The goal was to make sure that admin credit is made whole through this exercise. They have been able to get them through, but have to address different components, and then can do a better job of explaining them.
- Kurt: with the professional development about leading change/handling change, an agent was concerned about regional structures and how big they are. We don't know what the future of Extension looks like, but have been hearing we're doing changes, implemented by Annual Forum.
- Blake: everyone has a lot of voice and can help paint the picture of what that looks like. At Region Meetings we will rough-out what we want to achieve and preserve in the organization. We will have conversations where we are, where we want to be, what that might look like in practice, and have an opportunity to weigh in by Fall Forum. People will have voice in the change that we are talking about.

#### Digital Measures Update- Cary and Darin Goodman

- Cary: we had about 90 people attend our two zoom sessions and there have now been over 200 logins. There are substantially more than that in the system that could login, 300+ but some are old names. This is a good amount of logins, but not 99%.
- Darrin G: there are 207 active users in the system and over 100 reporting into the system so at about 50%. Since January, we have had a little over 500 logins, 71 logged in 4x or more, 50 logged in more than 10x. As of now, there are just shy of 1500 that have been posted attached to our Extension unit. People are reporting, but hopefully everyone will be onboard soon. Training materials are up and there are a couple more he wants to post but he is happy with how things are going.

#### Specialist Update- Marisa and Susan

- Marisa: we are helping out with food production and access. Martha Sullins and Cristy Dice have several webinars going to navigate this new dynamic and how to safely share their products. Becca and Dawn have been working there. Susan and her team have been working with educators on food access and security. Ragan has been working in food production. Marissa has been getting information to agents, food producers, and students, and to consumers in general (Social media). This sometimes slides down because it's lower on the list of priorities. Horticulture is playing an important role with gardening and farmers' markets and new plans to go on there.
- Susan: There has been communicating across departments and a heightened level of communication across colleges and departments to get answers to specific questions. People are getting back to her faster during this time which is appreciated.

#### Faculty Status Update- Blake and Ashley

- We are at the point that there is consensus on this happening and agent and specialist faculty status doesn't need more approval, but we need an academic unit for them to be a part of. When that's established, they can start making that transition.
- Update to group that's important- recent prospect of Extension as an academic unit could be parked in a college or library, as librarians are tenured faculty. Looking into an academic home and joint home for state faculty and specialists that have Extension appointments. Provost Council of Engagement want a space with highly engaged faculty but don't have Extension funds. We want to put all this into a new college called the "College of Engagement and Extended Education". We are going through the process of vetting and approval and we invite feedback from you.
- There is not much of a change from what was previously proposed. Faculty in colleges with joint appointments with new college to have a formalized approach of what the connection would look like. Work that the committee has done will be transformed into a college code and will be like any other college on hiring and promotion. The President and Provost are really supportive of this idea, and we welcome your ideas. It's not about status and recognition, but we do need to point that out that the work of Extension is extraordinary and they are doing all the things faculty do. The University is at the point now that can lift them up organizationally, which should be very good for our team.

#### HR Update- Lori Bates

- Central HR is hosting zoom sessions every Friday, so she is sending out updates in regards to a new job code that came out for the pandemic. There is FML emergency leave. The hope is that we'll have a team meeting between Online and Extension before putting out more information.
- State Classified staff open enrollment is mandatory. This means employees have to go in and re-elect their benefits, otherwise they won't have coverage effective July 1. **Martha send out that information in the bi-weekly update** and SC should have also gotten that information.
- Action Item about Wes and Lori finding formalized guidelines for DAC- did not find anything formalized but had some notes from when it started. Could not find formalized guidance documents.
- Ashley said a guiding document will include what committees are in the college, it wouldn't be just for DAC but outline all the committees we want to have and task forces and how they work.

#### Professional Development Update- Wes

- Gathering resources on virtual teams and leadership during these times of crisis and didn't want to hit everyone with that right when this started so has been holding on sending. Things may be slowing down a bit now, **so will send that out at the end of this week or beginning of next week.** Also, CSU Talent Development sent out information today with similar resources and are pulling stuff together and moving a lot of their classes online. Join those as you can.
- Action Item update- trainings have been moved online and he has sent out registration link when available. Ria and VP of Diversity wanted to make sure others were included as well so they can get that diversity in experience. He was going to hold spots

specifically for Extension, but there were spots open so he just pushed it out to Adminbb.

- Marsha is scrambling to get things together. He is developing things with Cary, working on onboarding. He is also working with Jana on change management and training plans for the pre- and post-award grant services Fiscal will be offering in the future. Planning for contingencies that might come up so that we are prepared. October 27-30 save the date send out soon or with the update.

Ashley- Action item emergency update- taking place now.

The next DAC meeting will be held on Wednesday, July 8<sup>th</sup> at 12.

The meeting adjourned at 3:15 pm.