

DAC Minutes
Wednesday, July 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, Jackie Paone

Absent: None

Guests: Darrin Goodman (Extension Web Systems Coordinator)

The meeting began at 1:02pm

Address action items: Ashley said we will hear more about DCT in a little while during the DCT update. Martha updated the DAC members on the website and put the link in the chat so people could review.

COVID-19 Updates- Blake and Ashley

- Next Thursday at 11 the President is presenting to our group. She is opening up the town halls and talking about how all this off-campus work is going. She wants to connect with the Extension staff around the state. We may eventually invite her to participate in advisory boards so she can meet with stakeholders about needs and strategies.
- Chancellor Frank is interested in how Extension has been affected by budget cuts and wants to know if we need any extra support. **Action Item: Ashley and RDs will be reaching out for what the issues are in the counties and determine whether or not we need extraordinary help.**
- At the COD Meeting yesterday the group met with the new Provost. She is excited to work here but is not from land grant university so **we need to give her an Extension 101 and help educate her about our work.** Her background shows that she has an engagement heart.
- The Deans decided on a common date most of the college is going to physically reopen: Monday, August 17th. CSU is still working on the plan for offices like ours that aren't student-facing, and those plans will be based building by building. The general consensus is that the more continued remote work throughout the fall, the better. We may start to do some meetings with social distancing.
- Fall Forum will not be in person, but maybe we will do something in person in the spring. Blake appreciates the work everyone has done in the past several months to adjust programming, etc.
- Some counties are really assessing what they can do for their fairs. At least one county (Weld) is challenging the legality of CDPHE and the Governor's orders. Ashley is working with the Office of the General Council to remedy the situation. She asked that if there are specific challenges coming up with your counties to let us know. She sees and

appreciates what you are doing with your counties, fair boards, and commissioners and recognizes that we are seeing some unusual circumstances in our counties.

- CJ mentioned that Eric's fair in Gunnison County is happening now and is going pretty well.

DCT Update – Dan Goldhamer

- The DCT had a great meeting with Blake, Ashley, Wes, Cary, Lori, Erika, and Ruben to start defining some roles and responsibilities around the strategic transformation plan. Retta did a great job getting everyone organized. Several of their goals have been accomplished and detailed points will continue to be hammered out. The Doodle poll Dan sent out is due Friday to get the next meeting on the books. He believes the group is moving at the proper speed of Extension and is excited that DCT is now living and breathing in the organization. He will see what happens as faculty status comes along and if DCT will become an advisory group.
- Blake added that the committee has come up with a great plan and now needs to have forward movement with the organization. He believes these responsibilities should not be relegated to a small group but should have organizational commitment. We are currently finding out who does what, and how it happens, and then will make an announcement on how to proceed.
- Dan addressed Jackie's question, "Does DCT continue for now in its current format?" and said that yes, it continues to exist until there are new official bylaws. This is heavy, serious, hard work and it will be nice to have it tied into the rest of the organization. Blake agreed, and said that as Extension becomes an academic unit, a part is identifying advisory groups/committees, and the whole workforce will have an opportunity to weigh in. They will work to evolve DCT when the Faculty Status process is complete.
- Ashley added that Lori and Kaylie are developing a college code so it is consistent with other colleges.
- Dan wanted to assure everyone that if anyone has needs that they can help with to let them know.
- Ashley wanted to remind everyone to report back out to who they represent to watch the video on our website that demonstrates the importance of diversity in the search process. At the website, there is information on when to show the video and other helpful tips. This video should be used with every search that we have.

PLT Update- Cary

- Update on the last PLT meeting: half of the meeting was about response to COVID. They shared a number of different approaches and had a few action items come out: keeping volunteers engaged (Trent Hollister contributed a worksheet, for example) and gathering resources around the professional development aspect to help navigate the new environment we're living in/agents are teaching in. Cary worked with a team to develop an evaluation for online programming for 4H. Martha T. is moving translation projects forward. There had been an individual at CSU Online working on social media

communications, and now Elaina and Alisa will take over to help coordinate and disseminate information on social media until we hire a Social Media Coordinator. Ruth did work to highlight COVID on our website.

- The internship program is off to a good start. There are 31 interns across the state, 10 have been approved to operate in person, and a few others on a case-by-case basis.
- The PRUs are updating their focus areas, providing resources, support, links, and websites to partners they work with. The goal is to be transparent with everyone about what is being worked on.
- Regarding the statewide community assessments, there has been a change to engage with CADs about the process and establish a foundation of understanding, then it will be opened up to the whole staff in August. **Blake is going to send out more information soon.**
- The program planning framework will address some concerns that have arisen over the years about a lack of support in program planning evaluation. They are working with a team to attack these issues holistically. They have come up with a program planning framework to set expectations and created a guidebook on ways to increase impact as much as possible. Cary will talk tomorrow in the PLT meeting on how to roll out the framework and guidebook and what it means for PRUs who create plans of work and what we want out of individuals and PRUs in terms of programming.
- Ashley added that CSU Online will be helping us with our web presence and access to materials, and will be able to announce this as it takes shape. We have been thinking about how we support our programming and making ourselves accessible to our stakeholders. Agents have been saying that the collaborations we have is helping them not to have to reinvent the wheel. There previously wasn't a great structure for sharing things, so as we talk about changes in Extension, being able to support our programming better is one of those changes. We are at a place now that we can do these things.
- Blake wanted to thank Cary on the needs assessment piece and is looking forward to launching it. It will be different than previously envisioned due to COVID and will be a broader discussion on program areas and how they are supported. He wanted to stress that we will have time to voice ideas around program areas and the best ways to support our faculty and staff, and build an impact and a narrative on how to prioritize efforts. Needs assessments will show where can we improve and grow. We should feel empowered to share their thoughts and their voices, and encourage our peers to do the same.

Agents' Updates

Front Range- Eric

- Two people brought up concerns about hiring more administrators in the current fiscal climate. This will maybe be addressed later.
- Ashley said there is no intention to shift funds away from the fields, and we'll know more once we have more information on retirement incentives and budgets.

- Blake talked about the time frames for the retirement incentive. People are allowed to choose August 31 or Dec 31 for a retirement date and a number of our people elected. Those elected for Aug 31 just got notified of approval and have 45 days to sign, after signing they have 7 days to change their mind, and after that the retirement is irrevocable. For those who chose Dec 31st, notification should come first week of August, then that will start the 45 days to sign (so that they can take to lawyer or financial planner), then have 7 days to change their mind, and after that it will be irrevocable. We should know in September about all the choices that have been made and the final fiscal impact the first of August. We will finalize our regional plan based on that. We will make revenue-neutral or revenue-positive choices. We still need to have every job approved by the president and provost because CSU is still in a hiring frost. Split and county funded positions are going through quickly, but we still need to justify why we need each position.

Western Region- Darrin P and Glenda

- Glenda talked about the Preserve Smart App. Elisa was the team leader, and there were 20 people on the team that got the information out to the communities.
- Darrin said there were concerns voiced around reorganization. People are wondering what it will look like as far as leadership, where the regions are located, etc.
- As far as fairs in Darrin's region, he knows that three counties are being cautious, and one county is going rogue (Montezuma). Agents are making sure to advise counties to be safe.
- Jean said she has had several conversations about fair safety and will have more, and they will practice positive ways of setting boundaries and working with their families. The 4H code of conduct addresses safety gear, like masks, and they will be sending out more talking points and guidance on what would a consequence look like if a member or parent violated the code of conduct. The Statewide 4H Meeting next Tuesday will have a Q&A session.
- Darrin noted that seeing what other counties do will be very valuable. Everyone is asking for site visits now. No one has had an issue with anyone going rogue in his county.

Peaks and Plains- Dennis and Kurt

- Dennis has had conversations about what the management structure looks like and will defer to Ashley and Blake.
- Kurt said people are talking about potential changes in the regional structure, and from the Chaffee standpoint, they are feeling pretty good about it. He is being asked about the current state of travel restrictions for out of state travel because the National Ag Agents' conference is coming up. On Monday, it will be announced that it will be a virtual conference.
- Blake added that there is not a full ban for out of state travel, but travel will only be approved for extraordinary reasons. Exceptions that could be allowed include: required attendance at a national meeting or we will lose a grant, certain research travel, and driving across borders when located near a border. Traveling by plane is heavily scrutinized.

- Ashley mentioned that with Ram Tour being virtual, there will be an ability to visit some counties and people that we haven't been able to see in the past, so there are some benefits to virtual.

Specialist Update- Marisa and Susan

- Susan said she continues to be grateful for work Blake and Ashley are doing to get specialists organized. The EFNEP group has been busy taking curriculum that they use and making the lessons into an online format. Their educators have been learning to teach remotely, and all are now teaching the nine-lesson curriculum quite successfully. The classes can be taught in English or Spanish in any county in Colorado. She wants to get the word out, and just needs some help in making connections with agencies to help due to recruitment, but then they can manage the series and provide specific outcomes that you can report through your county. She also has applied for a waiver that would allow this to continue after COVID to break the barrier of Colorado's huge geography and small budget. This could be a permanent opportunity to use their small budget to offer classes anywhere in Colorado. In response to a question from the group, they do not have interpreters because people lose interest while waiting for translations. The only exception is when teaching in concert with ESL class.
- Marisa said she has seen an interesting shift in food channels and Extension playing an important role on how to access and use food. There are new audiences coming in needing that consumer information so it's been fantastic to be a part of a network that has the information and can properly redirect where it needs to go.

Digital Measures Update- Cary and Darin Goodman

- Darrin pointed out that there are some who are doing great job of reporting and some who are not. Since January, some have logged in one or two times, some none, and the average is five to ten times. They have been working on clarifications between number of contacts and number of completed. He is encouraging people to go in and correct, and some people have, but there are still instances where this hasn't been corrected. They need to go in and pinpoint where the issues are to have clean data. He feels that they may need to do better with training efforts, maybe a monthly lunch and learn or something to that extent could be helpful. They are currently working on submitting the latest round of changes in Digital Measures to smooth out some issues. They are also working on full-service reports, including county, area, individual, etc. and there will be training on how to run them and pull data.
- Cary added that he is hearing that people are feeling pressured to put everything they do in Digital Measures because it will be used to decide their faculty status, but we don't know what is going to determine faculty status yet and how digital measures will be used. He asked the group if they think this is a widespread issue.
- Discussion:
 - o CJ said it is not an issue, but think it's good to encourage everyone to use because it will help build a CV.

- Ashley said that people should be entering in what they do but not to the point of paranoia.
- Blake said that accountability is only a byproduct, primarily this is a way to help us. We do not go hour by hour accounting, but it is important to be sure to input what impacts have been made and/or programs created whether or not COVID may have cancelled them.

Regional Structure Update- Blake and Ashley

- Ashley had sent out the latest draft of the regional map for people to refer to. She explained that it had become apparent that RDs were getting overworked. The regions they are responsible for are huge areas with large numbers of people and they are also having to spend a ton of time on searches. They all met last week and looked at goals: decreasing windshield time, decreasing amount of time spent having to chair searches/being on search committees, and increase mentorship and connections with county directors, area directors, communities, and priorities within the region from programmatic standpoints. This new structure builds off of the area structure and still honors area agreements that we have (Golden Plains, Southeast Area, etc.). The Western Region has been split in two, Peaks and Plains area as well, and the Front Range Region is a little smaller. These changes should make it a lot more manageable for everyone. We will figure out who is going to lead these as budget is approved. This is not set in stone and is open for feedback- personnel is a big question but will be addressed once we know more about budget structure and what happens with retirement incentive programs.
- Blake said he appreciates the time they spent on this. The Western area feedback was that they don't want the region broken up because of the great camaraderie they have, but having two regional directors wouldn't necessarily break that up and they can still work together. This will allow better connections and relationships. The regions need to be broken down in order to be more manageable.
- The RDs each added to the conversation. CJ agreed with Blake that the camaraderie doesn't have to go. The concerns are about funding and how things will work. CJ helped with this plan and thinks it is a good step forward. Bill said he also put a lot of time into it and will continue to put time into it. JoAnn agreed with the other RDs, but wants to hear from our staff and our commissioner partners to make sure they can weigh in as well and that it works well for them. She is excited about the opportunity to provide more direct service in terms of grants, programming, etc. This will be good for programs and administrations.
- Discussion:
 - Glenda brought up that Pitkin County doesn't have an Extension office, but it is serviced by Garfield and Eagle and partners with those counties. There might need to be a conversation about Pitkin. CJ said that Lake, Pitkin, San Juan are lumped in because they want services but don't pay. Shared county services available. Ashley said they can look at those counties and what region they should be with, and Blake said we will work on finding a way to bring back the

counties without Extension. Hopefully they will see a need for Extension in their county and will want to fund it.

- Darrin said that COVID has taught us to work across the regions much more easily. He asked, "what is the concern about different regions when it comes to budgetary issues?" Ashley explained that 10 people put in for the retirement incentive so how it goes through and plans around staffing definitely has an impact on our strategy and our budget in general. Until we get a better feel for it, it's hard to say what our approach will be and how we can move it forward. Blake said that depending on how retirements are treated, there is a savings and we don't get to keep that, it goes back to the university and it will be redistributed. Some positions that retire won't get completely refilled. There should be a lower FTE count, so we can't have it all back. The good news is that all we have from retirements will count toward the potential 5% cut in FY22.
- Jackie said that Jefferson and Gilpin share a lot of services so it could be an issue that the counties are being separated into different regions. She wanted to know how adding three administrators does not take money away from locals. Ashley reiterated that we're not there yet but are extremely mindful of not taking away from the counties and we are not just adding tons of administrators. Blake clarified further by saying we're trying to flatten administrative layers.
- Dennis commented that as soon as we can bring the retirement discussion in that will alleviate the concerns. Blake and Ashley said they can't take this to commissioners until we have clarity, but Blake would like to have conversations with each commissioner in the fall. Ashley said that there are also the CCI meetings which are a good way to communicate with commissioners. A good plan may be to introduce the idea at CCI and then follow up with commissioner by commissioner afterwards.

Human Resources Update- Lori

- Extension has conducted 7 successful searches since working remotely. The candidate pools are really great right now with lots of good applicants. Lori said a huge thank you to support staff, particularly Sonjia and Joan in Front range and Peaks and Plains.
- Four searches are actively going- the Communications Coordinator position is now posted.
- State Classified reviews were postponed, so thanks to everyone who got them done by the deadline.
- She wanted to remind that Families First Coronavirus Response Act has two type of paid leaves- emergency paid sick leave and emergency public health leave for childcare. She has had three people reach out that didn't qualify for these types of leave. Lori and Kaylie can walk you through the process.
- Front Range searches have had more diverse pools recently.

Professional Development Update- Wes

- There will be a virtual forum in fall, and hopefully we can do something in person in the spring. It might be good to break up the forum by having organizational and

programming in the fall, and spring could involve more professional development, mentor training, talent development, and working with colleagues in the colleges. This is a great opportunity to look at what Forum will look like going forward. Wes is changing the structure of the Forum committee to have a smaller core committee with sub committees to be slightly less chaotic.

- One of the best things to come out of COVID is that talent development trainings have been moved to an online format, including supervisor trainings and diversity trainings. This will be a lot easier for our staff. All the opportunities are in the bi-weekly update.
- Wes has been finetuning the onboarding process, first the core extension module should be up and ready for the end of the month. He is working on building offboarding tools as well so we don't lose continuity of programming and organizational intelligence. There is now a digital format exit survey that has a much higher response rate than previous versions.
- WELD update- Western Extension Leadership Development had four interns. We have received the go ahead from WEDA to do a new class of WELD. Applications will be available soon, so he asked that everyone think about who may be a good candidate in their regions. Wes is also thinking about how we could build a CSU WELD and some of that is starting to take shape.

The next DAC meeting will be held on September 29th at 12.

The meeting adjourned at 3:22pm.