



**COLORADO STATE UNIVERSITY  
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**Joint Board Meeting**

**January 12, 2021 - Zoom Meeting**

**Minutes**

2:00pm – The meeting via Zoom was called to order and those in attendance were:

- Marlena Griesse, CEA4-4HA President Elect
- Dennis Kaan, ESP President
- Michael Lucero, CAEFCS Treasurer
- Kali Benson, CCAA President
- Willie Wilkins, CEA4HA
- MJ Fisher, CCAA President-Elect
- Megan Griffith, Executive Assistant to VP OEE
- CJ Mucklow, Regional Director
- Blake Naughton, VP EE & Director of Extension
- Lori Bates, Assistant Director HR Extension
- Bruce Fickensher, CCAA Vice President
- Annie Albrecht, OEE Communications Coordinator
- Todd Hagenbuch, Incoming President ESP
- Marisa Bunning, Professor, Faculty Specialists
- Carla Farrand, CAEFCS President Elect
- Julee Stephenson, Director of Communications OEE
- Jana Smilanich-Rose, Assistant Director of Finance OEE (Extension)
- Abby Weber, CEA FCS President-Elect
- Allison O'Connor, ESP President-Elect
- Wes Alford, Assistant Director of Professional Development OEE, joined the meeting at 3 pm

1. Dennis Kaan provided a brief overview of the agenda.
2. Blake Naughton led a discussion of functionality for Joint Boards in the overall OEE meeting cadence and leadership reporting groups.



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- i. Blake has observed a Directors Administrative Council (DAC), Program Leadership Team (PLT) overlap. These groups' purpose is/or should be as venues to surface issues and ideas for Extension leadership.
- ii. Blakes asked this group the same question in evaluating all of our meeting structure and purposes, how do we put energy and emphasis into the organizations and their meetings so that we're building towards action with regularized follow-up and transparency, with distinction in venue and intention and purpose?
- iii. Shared academic governance will become institutionalized once Extension becomes an academic college.
- iv. MJ Fisher: when DAC was formed, it was established as a safe space for people to bring up issues or sensitive topics. CCAA also aims to be a safe space. One issue brought for today's meeting: Joint Board to serve as another way to surface issues. Also, built-in redundancy in case issues brought up in other venues are not immediately addressed.
- v. Todd Hagenbuch feels that Joint Board has been a safe space in the past. Because the associations' finite degree of separation has been valuable from a members' point of view.
- vi. Blake asked for further clarification.
  1. Joint Board is not always about programming or concrete as a professional organization. It is appropriate to be agent-oriented and focused on agent professional development. It is representative of a career-minded organization and is different from an office/county director or programming/client-oriented focus. From association



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perspective, looking at it from what is best for me and my co-workers and their professional development?

- vii. Dennis Kaan sees the role of the associations as serving as a network of professional development at both the state and national level. Whereas other groups serve from the employee viewpoint and, 'here's how I get my program done' point of view prevails.
- viii. Carla Farrand – CAFCS has a lot of members who are both CSU and county employees, so are representative of multiple employers, which makes a difference, especially on the 4-H side.
- ix. Dennis Kaan– DAC has grown over time. Two notable products to come out of that group: extension internship program was brought forth to a DAC meeting about 4 years ago; and Lou launched faculty status idea from a DAC meeting, also approximately 4 years ago. When it started, DAC was the only employee/agent representative group. PLT came about when Program Reporting Units did.
- x. Blake Naughton – prioritizes transparent and regularized meetings and cadence – meetings and groups that include Joint Board and have different representative structures. There are academic disciplinary leaders in PLT, and DAC has regional representation. This has group voluntary representation. 4-H has a program office that provides program 4-H representation, as well as other administrative program groups including master gardener, and nutrition that has staff that helps manage programming and administration. Blake further asked, "Is that enough representation, and what is the distinction? Do we have our meetings and structure set-up that agents are getting what they need in terms of professional development?"



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- xi. MJ Fisher– associations are bringing combined voices from different perspectives, including peer-reviewed issues that are brought to this meeting.
- xii. Todd Hagenbuch– PRU leadership can be a railroad job. Being a DAC representative is chosen from above. There is an election process to association representation.
- xiii. Marisa Bunning– an increased meeting cadence beyond just yearly at Fall Forum for an hour could be beneficial in helping the group meet its purpose better.
- xiv. Dennis Kaan – Joint Board by-laws review indicate Joint Board can meet twice a year.

**Action item:** Blake Naughton – proposes holding a spring Joint Board after DAC and PLT reimagining meetings occur with the intention that Extension leadership team is devoted to creating and sustaining strong employee/agent feedback loops, and that meetings facilitate good dialog where issues and opportunities are surfaced. Meetings have a design and purpose that is action oriented. Blake is also happy to attend individual spring association meetings to further discussion of this topic. Blake’s attendance all future Joint Board meetings and/or for the duration of the meeting might also not be needed.

3. Campus Operations overview

- i. Blake Naughton and other Extension leadership are currently reviewing the ways we support campus specialists. The larger question is looking into how are we building the best campus and field staff connections? This is an area that needs work and is a high priority. The State Office is getting ready to launch two complimentary parallel reviews, in addition to 3<sup>rd</sup> review around



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programming. The synthesis of these reviews will provide a guide sheet for the new deputy director of Extension (Ashley role) playbook. Faculty members Dawn Thilmany and Frank Garry and Blake are meeting soon to help begin designing that review processes. CJ Mucklow is currently leading efforts in the parallel field review.

- ii. CJ Mucklow – field review process is under way and the first step is to distribute the previous field surveys. One critical question seeks to inform how the administration can help facilitate the conditions needed for field staff and agents to do their jobs to the best of their abilities. Other goals include identifying ways to work better with on-campus communication, focus on rebuilding relationships, similar to The Meteor Survey that was done about eight years ago. Not just to focus on negative things but bring forward ideas for improvement. Meeting is on Friday to get started on this.
- iii. Dennis Kaan - suggests looking at it from a professional development lens and from an agent perspective.
- iv. Blake Naughton asked if there is a role for ESP leadership in this review process? Suggests potentially having the associations conduct the “achieve, preserve, avoid” activity. What’s ESP and each of the association roles in this process?
  1. Dennis Kaan - Nationally, ESP is one of seven professional organizations that host JCEP Extension Leadership Conference. CSU Extension previously hosted a skill development focused session known as February update for knowledge transfer from specialists to field staff. February update could be put



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together by this Joint Board focused on programmatic skill development and professional development could be a way to reinvigorate this concept. It was a budgetary decision to stop it in 2008. Now with Zoom the cost is not a concern.

**Action Item:** Proposal for a Spring Forum that is agent-driven, with a professional development focus with planning input from Joint Board and the other associations.

**Action Item:** Dennis Kaan suggested forming a subcommittee to review field survey and to review process data to include Joint Board/associations' input and support:

- v. One or more officer from each association to be involved. Suggestion to consult with the professional development officer from each association. Abby Webber, Todd Hagenbuch, Willie Wilkins, and Kali Benson agreed to form the subcommittee.

#### 4. Faculty Status review and next steps

- a. Blake Naughton provided an overview of most recent steps including recent December 2020 meetings with Faculty Council, the Provost and Vice Provost of Faculty Affairs. Previous momentum stalled with the pandemic. Two primary things under consideration: 1. transitioning agents into faculty; 2. Creating the academic home/unit for the faculty, which is the stickier of the two initiatives. The initial draft proposal under consideration would make the Extension academic unit similar to the libraries model, creating a joint home for faculty. The most current proposal under consideration is a model similar to the graduate school; an entity that supports the 8 disciplinary colleges. Blake to present this proposal to faculty council in late January to move the proposal forward. The faculty status is easier to accomplish; plan to begin moving agents to faculty positions by July 1 (soft launch). What does that



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mean? Finalizing the college code and vote by new faculty. Professional development work in a faculty way towards promotion, review, developing a framework for dossiers, peer-review mindset; immediate period of transition to faculty rank. By default, agents would be moved to into lowest rank. Those with a master's degree would move to instructor ranking; those with a PhD would move to professor ranking. Other considerations include years of service along with appointment at appropriate rank. Associations can be instrumental in helping to establish the markers of quality. Codifying achievement at each level and discipline. Also, in helping to determine what is the appropriate transition window/timing of review? Do we want a different cycle to put those materials together? What would that look like in details?

- b. Marlena Griesse – glad to hear that there will be consideration of different roles in what will be required for submission. Has question about 4-H agents who are currently working on their master's degree? How much time pre-rank role would count towards that once a master's is achieved?
- c. Blake and others continued the discussion of thoughts on peer review and faculty development and ranking establishment for those currently working towards degree qualifications.
- d. Blake will reach out to the code committee and association members when the time comes to discuss these topics in making these determinations.
- e. Blake champions CSU developing and leading an Online Doctoral degree program in Extension Education. Jeff Tranel, Todd Hagenbuch and Dennis Kaan were all part of the initial code committee. Carla Farrand is happy to help with advising the future code committee on agents who serve in more than one discipline.



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5. Association Management of Financial Accounts

- a. Associations are all at a pivot point in terms of financial and account management.
  - i. MJ Fisher CCAA – reached out to a company that sets up 501(c) status to better and more appropriately handle association money. He expressed appreciation of ESP’s help for CCAA in financial management this year.
- b. A further discussion occurred about foundation accounts and funding. capacity and administrative management of funding with separate non-profit/taxes etc.
- c. Jana Smilanich-Rose, OEE Assistant Director of Finance would be happy to meet with any of the associations to look at expenses and compare/educate on CSU processes in helping associations to determine their financial accounting needs.

**Action item:** Jana will send Joint Board financial overview and customer service metrics for the Extension fiscal unit.

6. A discussion occurred regarding professional development funding for association membership.

- a. CSU’s Professional development funds policy indicates CSU professional development funds cannot be used to pay membership dues. Wes can’t find the language that indicates Extension will pay for one association membership per employee. Dennis and others do this for Golden Plains agents from county funding.
  - i. Jana responded that it has been practice not a policy for some regions/areas, depending on the county funding/policies.





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- ii. Blake reiterated – no university funds can be used in this capacity.
- 7. Bylaws review – Dennis Kaan proposes Joint Board form subcommittee to review and draft proposed changes.
  - a. Original by-laws were adopted in 2008. Allowing for online meetings might be a good addition; make a recommendation back after a review. 30 days review proposed changes before a vote would occur. Are there volunteers to help draft changes?
    - i. Dennis will chair this subcommittee and Carla and Bruce volunteered to serve.
    - ii. Blake suggests the subcommittee to further determine what the overall contribution of what the Joint Board should contribute to the organization. Also consider and recommend code review process for forthcoming academic unit.
- 8. Officer Rotation – specialist association to take Joint Boards leadership role; Marisa Bunning indicated the specialist Joint Board representatives would determine who that will be.
- 9. Todd-can we help restructure specialists' association? Marisa unsure. Great conversation to have.

**Action item: Dennis will send current** Joint Board bylaws to the subcommittee for further review.

4:00pm – Adjourn.