

**PLT Meeting Notes**  
**August 23, 2017, Zoom <https://zoom.us/j/7854718672>**  
**1:00 – 2:00 p.m.**

**I. Welcome & Introductions**

Attending: Bill (facilitating), Becca, Brian, Jan (taking notes), Jana (guest), Jessica, Mary (for Env Hort), Cary, Christine, Regan, Ron

Absent: CJ, Greg, Annette, Jean, JoAnn, Todd

**II. DCT update – Mark – no one attending from DCT**

**III. Forum 2017 – week of October 23<sup>rd</sup>**

- Committee/Scheduling times: Bill sent schedule and reminded PRU leaders they are responsible for planning the session. PRU leaders will send session information to Judy Barth ASAP (deadline September 6<sup>th</sup>) for Forum informational mailing.
- Mental health training – Regan asked how many will be attending; she will follow up with Judy Barth about sizes of groups, etc. Extension assumes everyone is expected to attend; Forum registration will include this cost.
  - Detailed description of training/presenters can be provided along with expectation.
  - Regan will send Judy a newspaper article to support the value of the training.
  - Regan will summarize “nuts and bolts” for publication to Extension.
  - Is our training open for those outside of Extension? Regan can speak with Lou about inviting someone from Vet School and other colleges, Department of Ag, etc.
  - Hotline information - also need to speak with Lou. Take to DAC.
  - Don Brown to kick off our mental health training? NPR interview showed his investment.
- Graduate student event [+internship proposals ]– Becca
  - Becca sent the proposal shortly before our meeting
  - Highlight opportunities for internships at Forum (not yet funded, but may be before Forum)
  - Or, bring in students as we did in 2016
  - Decision: submit internship committee recommendations to Lou at DAC. If it can move forward as a pilot, then use it at Forum. If not, do same as last year.
    - Becca will create a flier for students and be ready after DAC
    - Becca can work with Bill to add event to calendar and they will connect with Judy. Ask for lunchtime, 12 – 1.

**IV. Follow up**

- Invite Lorann Stallones & Tracy Nelson (assoc. directors) to PLT, per Dean McCubbin. F2F meeting – on campus

**V. CPRS Updates - Jana**

- NIFA new requirements – Jana

- Time and effort reporting standards (universal guidelines for all grant funds)
- And, there is a new effort certification process on campus
- Smith-Lever and matching dollars pulled into reporting system
- Accountability at program level (best estimate of where we are spending time, across PRUs)
- Quarterly review/adjustment
- Can we data mine from CPRS? Validation each quarter by agents and certification by RDs
- Data would have to be current and accurate
- This is an “early warning” for information to PRUs.
  - Jana has drafted a memo and when approved by Office of Sponsored Programs, she can enter some data and run tests
  - Effort certification will not be relevant for county-paid employees
  - Explanations can be targeted to different categories of salary source
  - Jana will work with RDs to share information throughout system
  - Jana will send draft memo so Jan can send out to PLT
- Impact statements: <https://www.extension.org/2015/11/03/new-online-impact-statement-reporting-course-now-available/>; <https://www.extension.org/impact-statement-reporting/>  
 Course Access: eXtension makes this course available as a Free Benefit for employees of eXtension member institutions. – Joanne
  - NR writes them – might participate
  - Usually are more polished than some of our narratives
  - Valuable to collect and share impacts
  - C/AD could be a time/place for this content – check with JoAnn about schedule
  - Webinar possible; f2f more effective. What about Regional Meetings – Bill will share recommendation of RDs at DAC.

**VI. Other items for discussion or action**

- Report to DAC September 18th
  - Is our Forum mental health training open for those outside of Extension? Regan can speak with Lou about inviting someone from Vet School and other colleges, Department of Ag, etc.
  - Hotline information - also need to speak with Lou. Take to DAC.
  - Don Brown to kick off our mental health training? NPR interview showed his investment.
- Admin update next week – Jan will send to Yvonne

Next PLT meeting if agenda supports f2f then on campus; otherwise Zoom  
 November 14, 2017 - 9 a.m. to noon – Jan will send calendar invite  
 Send agenda items to Bill and Jan early, so we can determine f2f or Zoom

## DRAFT- 2017 Extension Forum –Short Agenda

### **Monday, October 23**

10:00-4:30 Registration Desk Open  
12:00-2:00 CAE4-HA Meeting, Room xxx (All rooms in Lory Student Center unless noted.)  
2:00-4:30 PRU – 4-H, Room xxx  
6:00 CAE4-HA Banquet,

### **Tuesday, October 24**

7:30-4:00 Registration Desk Open  
8:00-9:30 PRU - Community Development  
8:00-11:00 PRU 4-H Training  
8:00-9:30 PRU – Crop Systems  
9:30-11:00 PRU – Energy  
11:00-1:00 AmeriCorps Training and Lunch  
11:00-1:30 CCAA Board Meeting and Lunch, Room xxx  
12:30-1:30 CAEFCS Board Meeting and Lunch, Room xxx  
1:30-5:00 Administrative Update, Ballroom  
5:30 Reception and Awards Banquet

### **Wednesday, October 25**

7:30-3:30 Registration Desk Open  
8:00-9:30 PRU – Natural Resources  
8:00-11:00 PRU – Family and Financial Stability  
9:30-11:00 PRU – Range/Livestock  
11:00-1:00 ESP Luncheon  
1:00-5:00 Mental Health Workshop  
2:30-3:30 Break Available – Registration Booth  
6:00 CCAA Banquet  
6:00 CEAFCS Banquet

### **Thursday, October 26**

7:30-3:00 Registration Desk Open  
7:00-8:00 Joint Board Meeting, LaPorte Room xxx  
8:00-12:00 Mental Health Workshop  
12:00-1:00 Lunch  
1:00-4:30 PRU - Nutrition, Food Safety and Health  
1:00-4:30 PRU - Food Systems  
1:00-4:30 PRU - Environment Horticulture, Room xxx  
2:30-3:30 Break Available – Registration Booth