

Attending: Alison; Ashley; Becca; Cary; Christine; Frank; Giselle; Jan (taking notes); Jean; Jessica; JoAnn (facilitating); Marvin; Retta; Robin; Ron; Sonjia (technology); Tony

DCT –Retta

- What accountability measures can we use, specific to Diversity?
 - Discuss at PRU meetings during Forum, when we all are together: **add to training agenda during Forum.**
 - Measures specific to CPRS –Darrin heard back from the CPRS developer about adding checkboxes or another way to indicate service to diverse audiences besides race and gender: “It’s possible, though would require some discussion to ensure that it is necessary for modifications to meet your needs, and then to determine exactly what’s involved from a development standpoint. Typically, any change like this is presented to the consortium members (MA, ME, NH, and VT) – if it is a feature they desire or feel would be of broad benefit, we can incorporate it into normal maintenance and changes. If they feel it is beneficial only to CO, then we would need to charge for the feature change.”
 - Are the data we currently report reliable? Cary: errors in data entered. JoAnn: These data are used for civil rights reviews. Ashley: reporting demographics to Dr. Frank and other stakeholders.
- Cluster Hire updates: moving forward/pending. Becca: many cluster hires across the country in food systems. Incentives are important in bringing new hires together for impact. County support will be important (agents, commissioners, etc.)

eXtension –no updates today – Ruth continues to send eXtension opportunities.

Internship Update – Becca – hearing very positive reports from interns and field hosts. Diverse and interesting experiences. Nathan Clark said interns are preparing final posters for Forum. Becca is working with Bill (Forum). Ashley – kudos to all who put it together! Suggest inviting Deans to poster session or otherwise including Deans who supported this initiative. **Becca will follow up with positive feedback to Deans, and review timeline for coming years.**

Telling our Story – Cary/Communications Task Force

- Deliverable: template for PRU/County Report **Cary will provide link**
- Impact template available for specific program reports
- Announce in Admin bb
- Take to County Commissioners Association

CPRS –

- Strategies to encourage reporting (53 agents have entered no data as of early August)
- Reports that can be useful at county and state levels (See templates above)

- Training for PRU Leaders:
 - Expectations of PRU leaders as far as ensuring proper reporting? **Role for PRU Leaders is to encourage timely and accurate reporting.**
 - See note about Annual Report: *This annual report is much improved over those submitted the previous two years. Additional improvement is possible, especially in regards to developing impact statements for the reported on planned programs. These impact statements allow NPLs to easily respond to inquiries from Congress and the Administration rather than having to interpret.*
 - How to plan (Logic Model format), then how to report (CPRS-specific).
 - PRUs leaders turn over so knowing about PLT program funding would help, too
 - How do teams select leaders? With funding to leaders now, should there be some kind of “badging” or other criteria for leaders? A process for selecting leaders would be more efficient and help leaders not to feel “stuck” in position.
 - Energy & Food Systems have specialists assigned for leadership.
 - Training on impact statement would be helpful, too.
 - Would it be possible to provide this training during Forum? PLT members on the committee will try to influence.

DISCUSSION; for a two-hour training during Forum for PRU Leaders and future leaders, what content do you want? **Monday preferred. Marvin & Cary will advocate for this time.**

- Guidance for reporting diversity into CPRS
- Using template for telling our story
- Open to anyone interested
- Content experts may not be experts in planning
- Clarity on PRU Leaders’ responsibilities (see page 3 below)

Reporting Volunteer Numbers and Hours – discussion – Is this the best system? **Please review for future discussion.** [See page 3 below] **Hold over for next meeting.**

Western Regional Extension - Evaluation Team – Cary Weiner will represent Colorado.

Strategic Plan – Ashley – Considering how to polish up and get it out. Ashley may do a short update during Forum.

Next Meetings

- f2f training during Extension Forum. Promote for current and new/potential PRU leaders
- Quarterly meeting would be November – Jan will create a Doodle poll and select date with most being able to attend.

Reporting Volunteer Hours

Additional Notes (PLT call 2/21/2017) <http://extension.colostate.edu/staff-resources/output-definitions/>

1. Agents/Specialists report time spent in volunteer management when s/he reports the output conducted by the volunteer. Volunteer management is not an identified output, but rather an activity that increases the capacity of Extension to deliver educational programming.
2. Volunteer numbers and hours:
 - a.) These agents DO NOT report volunteer numbers and hours into Colorado Planning & Reporting System (CPRS):
 - 4-H Youth Development
 - Colorado Master Gardener
 - CYFAR
 - EFNEP & SNAP-Ed
 - Master Food Safety Advisors
 - Native Plant Masters
 - b.) When programming in any of these six areas, do not report your volunteer numbers and hours. These data are collected in different systems, and the PRU enters them into CPRS by the end of the year.
 - c.) All other PRUs report volunteer numbers and hours into CPRS.

PLT Goal

<http://extension.colostate.edu/staff-resources/#progplan>

Build network of program support and accountability to meet county/regional needs of Coloradoans.

PRU Responsibilities (meet as needed, communicate as appropriate)

- Select leadership (co-leaders) and determine process to support/mentor members
- Identify issues and data to support local needs/demands
- Create/update Plan of Work (POW)
- Connect the dots among PRU members and other Extension agents & specialists
- Communicate & connect among programs
- Develop, market, deliver, evaluate, and report programs to meet local needs/demands
- Provide for/participate in content training
- Provide quality control for content of materials produced

PLT Membership

- One representative from each PRU
- Specialists or other representatives from colleges
- Regional representation
- Levels of assignment (agent, county director, etc.)
- Regional Directors
- Diversity Catalyst Team

PLT Responsibilities (meet quarterly, twice f2f and twice through technology)

- Support accountability in Programming, including planning, evaluating and reporting
- Connect emerging issues and PRUs with resources
- Represent PRUs, presenting program needs directly to Lou
- Articulate program needs to engage department resources
- Communicate and connect among PRUs
- Acquire and distribute resources to support programming
- Approve/sunset PRUs
- Provide for/participate in process training, including various CSUE events (Forum, NSO, C/AD, etc.)

2/27/2014

PRU

Leaders 2018

4-H

[Jean Glowacki](#)

Community Development

[Greg Felsen](#)

Cropping Systems

[Ron Meyer](#), [Jerry Johnson](#)

Energy

[Cary Weiner](#), [Tim Aston](#)

Environmental Horticulture

[Tony Koski](#), [Alison O'Connor](#)

Family and Financial Stability

[Christine Fruhauf](#), [Gisele Jefferson](#)

Food Systems

[Martha Sullins](#), [Becca Jablonski](#)

Livestock & Range

[Todd Hagenbuch](#), [Retta Bruegger](#), [Frank Garry](#)

Natural Resources

[Robin Young](#), [Brian Kailey](#), [Marvin Reynolds](#),
[Seth Davis](#)

Nutrition, Food Safety &

[Jessica Clifford](#), [Marisa Bunning](#)

May 2018