

## **PLT Meeting January 10, 2020**

Cary called the meeting to order at 8:30 am

### **Introductions:**

Ashley Stokes - AVPEE

Cary Weiner – Assistant Director for Organizational Initiatives

CJ Mucklow – Regional Director Western Slope

Jana Smilanch-Rose – Assistant Director of Finance

Blake Naughton – VPEE

Becca Jablonski – Faculty Specialist Food Systems PRU Leader

Jessica Clifford – Nutrition Food Safety Health PRU

Gisele Jefferson – Golden Plains Washington FCS Individual Family Community well-being

Christine Fruhauf – HDFS Faculty FCS/Individual Family Community

Wade Ingle – STEM K-12 specialist – attending on behalf of Jean Glowacki

Darrin Davidson – Hort Agent Boulder County

Joann Powell – Regional Director Front Range

Susan Carter – Grand Junction co-chair natural resources

Marvin Reynolds - Area Director – Range / Natural Resource Management

Megan Griffith – Executive Assistant to the VPEE and AVPEE

Kerri Reynolds – Larimer County Director, Communit Development PRU

Patti Schmitt – Director FLTI – community development co-chair

Bill Nobles – Regional Director Peaks & Plains

Wes Alford – Assistant Director of Professional Development

Darrin Goodman – Web Systems Coordinator

Sheila Gains – Family Consumer Science – Arapahoe County

Tim Aston – county director Arapahoe County, Energy PRU

### **UPDATES**

#### **Forum**

Wes Alford – overview of feedback on Forum 2019. Most were moderately satisfied with forum overall. More professional development.

PRU and associations dominated. More opportunities for additional slots in talent development offered training/classes. Call for more professional development from our specialists across campus. Input from this group on that would be good. Be more inclusive of faculty specialists across campus – not just specialists. Hard to find research information on what our departments are conducting.

Connecting with research leadership within each of the colleges. Promoting and spreading research information across the organization. Brian Kailey started a group to help work on this

issue. Ashley and Jana (and others) are working with the colleges to get a better accounting of who our specialists are.

Wes – forum crammed into 3 days, PRU, professional development, and association time. Work with this group as we flesh out ideas on how to restructure to capitalize on time.

Christine: can we do forum in the fall and another meeting in the spring? We used to do this but it was done away with because of budget cuts. Critical relationship building benefits to more opportunities for connection. Hard to get all team members to gather because many people work across multiple areas.

This will be part of the campus-field conversation with Brian Kailey and others at the next PLT meeting

PRU leadership training later in the week because some individuals difficult because meetings occur shortly after the training. PRU elect system cultivation or pipeline. Training is open to everyone; was advertised this year.

Discuss when to hold PRU Leader training

New Staff event - gameshow style during Forum – Cary, Martha, Jean led the first one that has happened in a while. Feedback indicated more information is needed.

Admin update – kept it light. Announcement on Blake. Keynote Dr. Deborah John – information was good and saw connections in relevant topic areas. Delivery and structure of the information delivery mixed results.

Networking and learning are the things that people find most valuable overall about Forum.

### **New Staff Orientation**

Traditionally done once a year. Planning on how to do this more frequently. Online module needs overhauling and we're working on that. More information requested on PRUs, evaluation, programming. That component becomes the focus for on-campus training and HR and Finance becomes the focus of the online module components. Goal is to do two a year. Working with Lori to see when we're likely to be hired throughout the year. Ideal would be to do it quarterly but hopefully turnover will reduce and we won't need to hold it as frequently. Contact information is important and building a culture that makes it easier to reach out.

Input for new staff orientation from this group – Patti community development. National ESP Kansas State onboarding agents – needs assessment is key. Step 1-4 all individuals go through it. Research stakeholders in their communities.

Blake – when are new staff ready for different conversations to acquire additional knowledge. Takes a bit of time for be ready for this kind of content absorption. Mentorship opportunities. Early developmental opportunity.

4-H livestock/4-H orientation may look different than and has different needs to the rest of Extension. 4-H in-person training at the fall 2019 new staff orientation. Long-term goal to create/devise 4-H specific training. 12-18-month process learning along the way. Build foundational knowledge of CSU and Extension and the break off into specific programming modules. Still needs development an input.

Wade explained the two-day 4-H component of New Staff Orientation that occurred in the fall.

Giselle – education background. Susan Carter – mentor training recommended. Wes developed a brief mentor guidebook because a more formal handbook does not exist. Mentor training is needed. Wade has too many mentees which is common amongst our senior staff.

Christine – recommends faculty connections that have backgrounds in mentorship. New faculty with extension do not get any kind of new orientation training from Extension.

### **Internships**

Becca – internship program/all colleges are on-board. Some colleges are more pro-active than others. CLA challenges – hire an extension student ambassador to talk to big classes and promote undergrad participation. Straayer center (internship) partnership will also help with this. Can a student do internships twice or a continuation – yes.

### **Digital Measures**

Darrin Goodman - awareness of Extension across colleges is minimal. Trying to integrate Extension into existing platforms. People have been reporting non-extension activities into the extension fields. Opportunity for outreach and education. What's the difference between extension and engagement? Digital measures training for campus specialists/faculty. Darrin and Cary would like feedback on developing content training ideas.

Link to FSAS training materials. Combine our information and content too. CLA is the only one up on the web site. Push from Provost to the Deans to require digital measures usage.

Darrin gave an overview of the training that is being developed. Feb 24 and March 2<sup>nd</sup> for webinars. Will attend CAD meeting in February. Regional meetings plan to attend all three. Pilot group members will be asked if they'd like to mentor.

Cannot report to CPRS system. You can access previously reported data but you cannot input new data at this time. From a performance review standpoint it can be used for that.

Training Jan/Feb start reporting in March and then further training will be supplemental after that. Christine's experience 85% accuracy when running reports. Let Darrin know if reporting in the systems that exist. Becca - Defined terms and (diversity work) can be a little bit clunky.

Discussion of how to incentivize reporting amongst agents and some accountability from directors.

Quality of evaluations – evaluation specialist for agents to help implement and then can get better data to help report better. Continued discussion regarding reporting functions and culture of reporting.

### **Key dates**

Cary is interested in changes to the Plan of Work template so it becomes a more useful tool for PRU planning process. Current template online; changes due January 15<sup>th</sup> along with changes to 2020 PRU leaders, let Cary know. PRU annual reports started last year, NIFA requesting more info about impact – more narrative oriented information. Federal report submitted – PRU annual reports, make federal reports better. Required/optional annual PRU reports. Blake wants them. Narrative component of digital measures will work for federal reporting.

Word or Canva January 31<sup>st</sup> version of PRU annual reports due to Cary.

### **Western Region Evaluation Network**

Cary – evaluation capacity building throughout the west. Needs assessments resources March, program development June, program evaluation Sept. Cary will bring these back to PRUs for CSU.

### **Discussion**

#### **Program Planning & Reporting**

PRU Leader training summary ½ page with back (handout). Assessing how PRUs are working as a structure and leadership model to achieve the impacts we want to make. Cary gave the history of how PRUs developed.

Christine – consideration of logic models as a structural form for the PRUs.

Becca - PRUs co-leaders from campus partnering with field staff.

Blake – PRUs are networked learning communities. What do we care about and how do we know if we're successful in making an impact?

Cary - Different for each of the program units. Energy and health, for example.

Blake - evaluation tools built within programming. Our role is to give you the tools to build that into the programming. Extension, educate, create, and connect. Evaluating meaningful in each of those categories of which our work is based.

Cary proposed sub-group to help make recommendations for potential changes/improvements to program support. Cary, Christine, Becca (only for faculty connections strengthening). Darrin from Boulder agent on the ground. Jessica as well.

### **Plans to Invest**

Cary and a group created something more useful to guide them through a programming planning process. Discussion point for supervisory check-in. Came from page 5 of handouts. Notes from last zoom session to provide context. Eventually build in to performance appraisals. Prompt to think about diversity of stakeholders. Inform program explicit secondary data.

Blake - assessments and training for many new hires vs. those that have been with the organization longer. Cary recommends a couple of webinars.

Tim and Shelia want to deliver the training on Plans to Invest to their staff in the county.  
Decision: keep the 2020 stand-alone performance appraisal component. Run by CAD.

*Meeting adjourned at 12:00 pm.*