

Program Leadership Team (PLT) + Planning & Reporting Unit (PRU) Leaders Meeting Notes
February 19th 9 a.m. – 4 p.m. – Campus

1. Welcome & Introductions & Review Agenda

- Attending: Bosley, B.; Bubien.; Collins, R.; Haas, J.; Jedlicka, M.; Koski, T.; Matney, C.; Meyer, R.; Schroeder, M.; Glowacki, J.; Cecil, C.; Baker, S.; Carroll, J.; Crumbaker, K.; Dixon, C.; Dixon, J.; Miller, J.; Mucklow, C. Newman, S.; Nobles, B.; Powell, J.; Small, M.; Weiner, C.; Graham, S.

2. PRU Plans of Work – Debrief

- **Common Outputs & Fewer Outcomes Celebrate!**
- Every Planning & Reporting Unit (PRU) Planning of Work (POW) and every individual Plan to Invest (PTI) uses the same common outputs for 2014.
- <http://www.ext.colostate.edu/staffres/program/outputdefinitions.html>
- Each PRU created and posted a POW with fewer outcomes in order that programs can sharpen their focus and data can be aggregated across counties, regions, and the state.

- **Volunteer numbers and hours: (Volunteer numbers and hours are required in** Federal Report) 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

Again, when programming in any of these six areas, do not report your volunteer numbers and hours. All other PRUs report volunteer numbers and hours into CPRS.

- **Direct & Indirect contacts:**
- Follow definitions in common outputs.

3. Planning & Reporting Resources – updates, edits, etc.

- Plans of Work (POWs) all entered two weeks before deadline
- Supervisor tip sheet for reviewing/approving Plans to Invest (PTI)
- Individual meetings
- Other needs?

Are PRUs using the same methodology? Can improve definitions but it is important that everyone plan and report everything in the same way. Regional directors should:

- a. Clarify for everyone in a reporting unit. Get the message from PRU leader about how to plan and report.
- b. Work with your PRU, group or team
- c. Get plan in according to PRU
- d. Reporting will follow plan

FTE = 200 days this program year (2014). It used to be 220; “don’t worry” about those other days. Use them for professional development and for pitching in at the county level.

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Q: How do you report someone's time that isn't in CPRS?

A: Usually this is additional staff time. In Jefferson County, Mary reports for her direct reports. Best to deal with each situation on an individual basis rather than create system-wide policy since each situation is unique.

Q: How do we plan it?

A: If it is an input, then put in time/effort. If output, then look at additional staff time. Those who report need to think about the purpose of this additional staff. Staff members who aren't in the system may be part of input. Reporting agent needs to report the hours or days of those not in the CPRS system.

Advisory committee volunteers' time/effort can be planned and reported as community development output. County directors may also report here if their work with their advisory committee has been planned (i.e. your expertise is needed to advise the committee, or if you're increasing skillsets). County director program work may encompass administrative work. Regional directors must inform county directors to capture direct program efforts that are outside their administrative assignment %-age..

Many questions about reporting time/effort...

Q: What belongs in program planning in those 200 days? We need a definition of a program timeline.

A: Intentional outputs (activities) that lead to intended results (outcomes).

- 1 FTE = 200 days for planning and reporting purposes in 2014
- *Plan* 60% of your FTE (subtract administrative assignment %-age off the top) = 120 days for 1 FTE
- *Report* 100% of your program time

Q: [CJ: We ought to consider reporting administrative time, which is not required in the federal reporting system. Administrative time is considered when performance appraisals are conducted. There is a need to track administrative time; county commissioners need/want to know about it.]

A: [Jan: CPRS is designed for program planning and reporting only. At some time, our performance evaluation system may be more closely aligned with CPRS. In the meantime, administrative time is discussed between you and your supervisor.]

Q: How do we report time spent with 4H advisory councils?

A: It is program related not administrative. If you're meeting with advisory committees to update your awareness, then time spent is administrative in nature. If you're serving as an expert or advising, then time spent is programming. We need a definition of programming [see above]. To clarify what programming means, ask "Is it an intentional part of your program or does it fit somewhere else?" Remember, 60% or 120 days must be planned. 100% or 200 days must be reported. Administration needs to inform the organization what that 60% means; information must be repeatedly shared in a timely fashion. Nobles will include this in the next administrative update to the organization. We ought to consider setting aside time for planning/reporting at regional meetings.

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4. Future of PLT

PLT Goal

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.)

Q: Do we need a program development team since we no longer have PALs. Are regional directors in charge of program in future?

A: We need to decide what we're going to do with program reporting units, how it will blend into PLT, how will blending provide value to organization.

We now have 10 PRUs, each with at least 2 leaders. If we kept current PLT membership and added the PRU leaders, regional representatives, and regional directors our group would be unwieldy and too large.

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Q: How do we ensure the functions of the former PALs will be incorporated into the new structure? What happens if my former responsibilities aren't being carried out by the PRU? Q: What are the responsibilities that PLT has normally carried out and that only PLT can execute? Can you help articulate what a PRU leader's goals would be in coordinating programs for Extension?

A: PALs were a ready resource that connected Extension agents to the appropriate campus resource. In order to be efficient and effect in PRUs, we need to know what other PRUs are doing. [see above]

We will use PLTs previously determined goals as a basis to move forward. An engaged group of 10-12 is an appropriate size. Extension agents in the field still need to be connected to campus resources. Each PRU should supply someone to PLT. PRU leadership can share/rotate responsibilities. Is the new PRU model geared toward agents in the field and excluding specialist/campus participation? We still need a representative from the college to stand here with us. At a minimum, our new structure needs to include one leader from each PRU, at least one college representative, one representative from each region, and one county director. There may be overlap. Another model may be to have PRU function as a separate team that meets three times a year including at Forum in conjunction with an advisory board to connect campus resources with agents in the field. Technology/webinars can provide PRUs with an opportunity to ask their peers questions about CPRS and/or reporting, or questions related to the process. PRUs do need to communicate with and inform their peers about what is going on in their particular program area. Face-to-face meetings held at varying colleges might help us connect to specialists/campus resources, and build capacity across a variety of disciplines. Record these meetings and make available on YouTube so staff can easily refer to them.

Colleges/specialists may be trying to communicate and interact with Extension agents who are not choosing to engage. We need to develop connections between new/newer Extension agents and campus faculty/specialists. In five years, our senior staff may be retired and those connections will be lost. New specialists aren't always working with field people like older specialists did. Established Extension agents have a responsibility to help their newer peers connect to campus. Hort agents have been invited to become associate members in the department.

Q: Why aren't Extension agents taking advantage of this opportunity? What are degree requirements?

A: Unknown, but the procedure is outlined in the faculty manual.

Q: Are there PRUs that don't have campus based specialists?

Q: Can we consolidate educational opportunities by including a "What is going on in Extension this week?" segment in administrative updates sent organization-wide?

New structure and process need to be simple: a group of PRU leaders with advisory board. PRU leadership can meet monthly via conference call and three times a year including one face-to-face. Jan and/or Joy can participate in a preplanned conference call to discuss issues.

Q: Is this new plan a year-long plan or 2 year plan? How often do we revisit these issues?

A: Leadership is changing and PRUs are new, so we need to re-visit as appropriate.

Time and effort invested by those involved needs to be acknowledged.

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Each PRU will decide its own leadership. Many asking what it means to be PRU leader. We must inform each PRU of the previously established goals and their responsibility to meet them. PRU leadership will vary and can meet as needed and communicate as appropriate.

Q: Could be PRU leaders come together as a team that comes together via webinars to come together to communicate and consolidate opportunities, with a reformed PLT that functions as an advisory committee?

Q: How will our two new groups interact? PRU leadership representatives could serve as a representative and attend PLT meetings.

Need to invite campus to Forum. In even years, create a plan (at Forum?) that will be valid for two years. Many plans roll over. Use odd years for content updates. PRUs will decide how often they need to meet. The PLT advisory board can meet quarterly and supply general expectations to PRU leadership. We'll put dates together for quarterly meetings. Travel expenses will be paid for you.

Meeting members created a chart to ensure new structure has balanced. Carroll will organize information provided and send new tentative structure to group. Carroll will share with Lou that specialist engagement is missing for some PRUs. Carroll will look through meeting notes and inform PRUs so they can determine their continued involvement.

5. Small Working Groups -- Reports

Budget – Bill chaired budget committee. Money received to support PRUs must be spent by end of June. Meeting determined the following, and announcement was sent Friday, 2/21 to admin bb and all PRU leaders.

PLT Program Funding Grants – Spring, 2014

A new, one-time funding opportunity is available called Program Funding Grants.

Proposals will be accepted until March 5th at 5 p.m. This is an e-mail application process only. Regional Directors will review the proposals and make decisions by March 12th. Approximately \$25,000 is available and award dollars must be spent by June 30, 2014.

The intent of the Program Funding Grant is to financially support program delivery. Each Planning & Reporting Unit (PRU) is invited to submit one proposal. Maximum recommended request is \$5,000.

Proposals (limited to one page) should clearly describe the program to be funded, why it is a priority of the PRU, and how it fits into the 2014 Plan of Work (POW). All proposals must include at least one county-based staff and one campus (or regional or experiment station)-based faculty member. There should be potential for state-wide impact; that is, the program should not be limited to only one or a few sites. Programs should be innovative and have potential for or demonstrated sustainability. Proposals for programs that engage more than one PRU will receive extra credit, or "Bonus" scoring points.

You will be expected to report your results through to the Program Leadership Team (PLT) before December 1, 2014.

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Funds must be expended in by June 30, 2014; funds cannot be extended or renewed.

To apply, send your one-page proposal (organized according to the following rubric) and attached budget and narrative to Jan.Carroll@colostate.edu. Contact Jan with any questions 970-491-6102.

- Program Orientation & Training – Thanks to those discussing program orientation/training. Judy has put together a subcommittee. There is a lot of information that needs to be examined.
- Common Outputs – agreed upon and shared. Thanks Cary, Jacque, Mary S., Janice & CJ!

6. Comments/report for Lou

Summary:

- a) Ask for clarification/feedback on new proposed structure and make-up of two groups (PRUs and PLT advisory board) and their respective responsibilities
- b) Inform that we are asking PRUs to submit formal proposals/requests for funding
- c) Inform of agreement reached on reporting volunteer hours
- d) Reiterate the continued need to connect campus/specialists to Extension agents in the field

7. Next Meeting

May 20, 2014 at Online Plus for the newly determined structure.