

**Program Leadership Team (PLT) Meeting Notes**  
**Tuesday, December 2, 2014 – 9 a.m. – noon at 970-491-2611**

**Attending: Bill (facilitating), Cary, Casey, Christine, CJ, Claire, Dawn, Irene, Jan (taking notes), Jeff, Joy, Karen, Mark, Martha, Rusty**

## **Remembering Jacque Miller**

### **PRU Updates**

1. Funded projects (Total - \$25,000) – Reports received
  - a. How to share? – Share with PRU Leaders – post on Google Drive or Yammer - Jan & Joy  
PRU Leaders review;
  - b. Report requirement – manageable, revisions – let Jan know
2. 2015 calendar year PRU applications - due December 15 to Jan – Jan will resend RFP to PRU Leaders
3. Feedback on common outputs -- Yammer summary
  - a. Share Q&A with system
  - b. Unclear about how agents can report time they spend managing volunteers  
Recommend each PRU finds clarity  
Articulate in Q&A – Cary will help Jan & Joy
  - c. Jan
4. Specialists' reporting – Jan
  - a. CAS has mandatory reporting. They can pull data we need from those reports. Pilot this year with CAS.
  - b. Agents will report outputs and associate specialist(s) who participate
  - c. Announce this to CAS and other specialists, and agents – Jan/Joy/Tom/Ed

### **PRU Items for discussion**

1. Forum – feedback – General
2. individual PRUs
  - a. 4-H Youth Development – Jeff

Updated POW, ready to submit. Trying to integrate outcomes with National 4-H Headquarters outcomes (common measures). Many states are doing same. Data collection/evaluation platform available – Annette is point. “Qualtrics” Topic for future PLT discussion? Dawn & Cary know it.

- b. Community & Economic Development – Rusty

Three-person co-leadership structure: Rusty, Greg Felson, one other. Best meeting ever at Forum. 30 – 40 attending. Energy, polarity management training, PRU funding survey – will apply for two-day meeting with broad agenda. STATEWIDE MEETING plans – confer with Rusty – Survey Monkey then conference call

- c. Cropping Systems – Ron - n/a
- d. Energy – Cary

Productive session, typical turn out (15) with new faces/input. POW almost ready. Drilled down to focus on community energy assessments (for PRU funding). Already had follow-up conference call. Good comments on Faces of Energy photo display.

e. Environmental Horticulture – Tony

Very productive meeting. Content updates. Adapting okay to CPRS, except **how to document time spent managing volunteers**. CMG coordinator position discussion (Jan 28 on-campus interviews).

f. Family & Financial Stability – Christine

Good meeting. Picked up from June f2f meeting about areas of focus. Financial Education primary; adding more human development (life span) but need to rebuild contacts. HDFS still planning/moving forward; how to engage with School of Social Work. What about Nancy Banman funding (as Nancy is leaving).

g. Food Systems – Martha

Well-attended meeting, regardless of weather. Team is growing. Tours are developing as effective educational events. Partner with CED for funding? POW good, reporting more comfortable, building on success.

h. Livestock & Range – Casey

Good discussion, updates. Nothing negative about reporting; happy with metrics including acres affected. Very happy about PLT-funded training; plan to repeat. Need MQA training for trainers; maybe forage training; stay connected with campus.

i. Natural Resources – Irene

Good meeting; good attendance. Warner College Dean John Hayes attended with specialists, plus CSFS and others. Reception at College; want to strengthen connections. Proposing f2f meeting among entities to get acquainted and review resources for future programming. Four WT's combined into this PRU – together PRU identified eight projects for coming two years (cross-county, statewide) – one team with a leader for each project.

j. Nutrition, Food Safety & Health – Karen

Good meeting. Three students led tour of new Live Eat Play website <http://www.liveeatplay.colostate.edu/>. FSHN Department Chair Mike Pagliassotti attended and asked what agents need from department. Discussed having students come to counties for community nutrition education experience. Cottage Food trainings are posted on farm to table web site <http://farmtotable.colostate.edu/>

3. Plans of Work (to Jan anytime, deadline is December 31.)

**4. Reporting reminder- admin update- first paragraph this week**

5. Social Media/Collaboration Tools for PRUs –Joanne

**BaseCamp** (<https://basecamp.com/>) is “...a place to share files, have discussions, collaborate on documents, assign tasks, and check due dates. Basecamp stores everything securely and can be accessed at anytime from anywhere.” Free for 60 days.

Pay-as-you-go, No-Contract Monthly Packages				Annual Package
<b>\$20/month</b> 10 active projects 3 GB space	<b>\$50/month</b> 40 active projects 15 GB space	<b>\$100/month</b> 100 active projects 40 GB space	<b>\$150/month</b> Unlimited projects 100 GB space	<b>\$3000/year</b> Unlimited projects 500 GB space Priority support

All packages include unlimited users + the best customer service in the business.

**Yammer** (<https://yammer.com>) “...a private social network ... collaboration software and business applications.” It offers anytime access to files through its cloud storage. CSU has created a social network on Yammer. You can create unlimited groups, and invite people via an email to participate.

**Listsers, electronic mailing lists**, have been around for a while (nearly 30 years!); this automated mailing list management requires logging into and accessing email. Message (and attachments) can get lost in email folders; threads are sometimes difficult to separate and follow.

**Google Docs/Google Drive** (<https://www.google.com/edu/training/docs-and-drive/level1/>)

**Wikis** are one of the oldest collaborative tools.

**Fileshare** requires a login **using your eID and password.**

PLT will consider options and Ruth/Joanne can help with necessary technology. Some interest in having common site or technology. C/AD might be the ones to identify. Bill will add to C/AD agenda Feb 2 – 5, 2015. Include communications/meeting technology, too.

### Diversity Catalyst Team (DCT)

Mark – Plenary session at Forum – will have evaluation info from Robert Franklin. Good discussions.

### AmeriCorps

Claire – concept paper submitted for 4-H STEM AmeriCorps program. We are in the *formula funding* track, so proposal is due later in the spring.

### PLT “Housekeeping”

1. PLT organization/structure/etc. – And PRU Leadership/PLT Membership changes since Forum – CED, Cropping Systems. **Jan update list serve.**

2. Discuss meetings and set dates/times/places

- Feb f2f meeting – link to Governor’s Ag Forum 2/25-26 – 6 for Feb 25 afternoon; 9 for Feb 27 morning. Meet Feb 27<sup>th</sup> a.m. in Denver. Sonjia will work on arrangements. Check with Rusty for Denver office.
- <http://www.governorsagforum.com/>

- May – on line/phone – am or pm? May 21, 9 – 12 conference call or using other technology. Sonjia will set up.

## Small Working Groups – Reports

1. Budget – mini-grants + diversity component; other PLT priorities
  - a. \$30,000 proposed for next fiscal year
  - b. Jessica ok for funding to roll over into next FY – proposals can be for calendar year

2015

- RFA includes diversity, and scoring will reflect this effort
  - Match/leverage/partnerships/resources will receive bonus points
  - RDs will review and select projects for funding
2. Program Orientation & Training
    - One-on-one visits to new agents – ongoing. Sustainable?
    - On-line NSO committee
    - Mentoring – where is it? How does it fit into NSO? Claire is following up with Forum speaker (Nebraska) about three-mentor model. Karen is on Prof Dev Committee, has not met for some time.

## Lou

11 a.m. – noon

- Mentoring
  - – is the system working to help onboarding? Specifically for program planning/evaluation/reporting. There may have been a committee—Mark, Jennifer Wells, others?
    - Instructions/training for mentors; expectations
    - Recognition for mentor
  - Mentors need information on expectations for program planning/reporting (regional, individual differences)
  - Part of bigger discussion – NSO
  - Add to Performance Review document - RDs
  - Jan and Lou will speak with Judy
  - Lou will get guidelines from Nebraska
  - Add to C/AD agenda
- Meetings
  - Complaining about travel (to Forum) but PRU funding requests are for travel to meet f2f. Ironic?

## 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.)