

## **Program Leaders' Network Middle Managers' Meeting State Report Form (2)**

There are certain topics that continue to be of general interest to all middle managers and you will be given an opportunity to share the present status of your institution during our annual PLN meeting in Biloxi, Mississippi. In an effort to organize this process, please take a few minutes to fill out the questionnaire and provide 30 copies to distribute to your colleagues at the upcoming meeting. Someone from your state should be prepared to make a short presentation related to this questionnaire.

1. **What is your organization doing to enhance leadership succession as organizations go through significant retirement cycles?**
  - **College of Agriculture and Life Sciences, Virginia Tech:** New Unit Leaders in the College of Agriculture at Virginia Tech are being given the opportunity to participate in the leadership training provided by the University of Nebraska. Ten college leaders participated this summer. Plans are to send an additional 10 next summer. Extension District Directors will be included in this opportunity.
  - **Field Operations:** Statewide, new faculty are assuming the role of Unit Coordinator due to retirements. Training has been provided at the state level for all 107 Unit Coordinators on the basics related to the UC's roles and responsibilities. District Directors frequently provide training and/or information related to UC's roles and responsibilities via face to face sessions, web-based sessions, and/or electronic newsletters.
2. **What is the status of the Cooperative Extension Service in your state? Growing, challenged, maintaining status quo?**
  - **State Funding:** Funding from the 2004 Virginia General Assembly and the Virginia Tech Office of the Provost has allowed for continuous replacement of faculty and staff positions. Currently, Cooperative Extension is seeking to fill 40 Agent and Specialist positions and 17 field level Administrative Assistant positions.
  - **1890 Program:** The Extension Program at Virginia State University has been experiencing difficulty finding persons with adequate credentials to fill vacant Specialists positions.
3. **What are the degree requirements for:**
  - **County Positions:** BS required; MS preferred; MS required no later than the 6<sup>th</sup> year of employment
  - **Area/District Positions:** MS required, Ph.D. preferred
  - **Middle Manager Positions:** Same as Above

4. **What are the starting salaries for the following:**

- **Bachelor's: Agents:** \$31, 000
- **Master's: Agents:** \$33, 000
- **Starting for District Directors:** \$60,000

5. **Have you made any recent changes in employment procedures or new agent training? Share copies of any new policies.**

- **Employment Procedures:** Applications for Faculty and Classified positions must now be submitted on line.
- **New Agents' Training:** Guidelines for New Agents' Training are currently being revised. New Agent Training includes spending a minimum of 3 months with an experienced Agent and going through prescribed self-directed learning. Oversight and input to this experience is provided by Dr. Michael Lambur and the respective District Director. New Extension Agents 4-H, additionally, are required to go through a series of face to face training related to the fundamentals of 4-H/Youth Development. This training is provided by the State 4-H Office.

6. **What efforts have been made to recruit employees and increase diversity of workforce?**

Cooperative Extension is currently adhering to university employment procedures related to achieving diversity.

7. **Are there any additional major changes affecting the Extension System in your state (example: changes in administrations, restructuring, budget reductions, increase in budgets)?**

- **Director, Virginia Cooperative Extension:** Effective July 1, 2004, Dr. Patricia Sobrero became the Director for Virginia Cooperative Extension. Prior to coming to Virginia, Dr Sobrero served as Associate Vice President and Associate Director of University Outreach and Extension at the University of Missouri, Associate Dean at the University of Tennessee Agricultural Extension Service and Professor in the Department of Home Economics and Family Life, and Associate District Supervisor in the Middle Tennessee Extension District.
- **Staffing Plan, FY 2006:** The Virginia Tech Board of Visitors just approved a new staffing plan for Cooperative Extension and the Agriculture Research Stations. The plan will be referred to as the Commonwealth Staffing Plan and will be the basis for inclusion in the Governor's and/or the General Assembly's budget the next funding cycle. The plan calls for 3.2 million dollars. This funding will be used to support 53 new faculty positions.
- **1890 Program:** Extension Programs at Virginia State University are on track in securing required matching state funding. One hundred percent match is expected to be secured in FY 2006.

● **Director of Operations:** Currently, the College of Agriculture and Life Sciences, Virginia Tech is seeking a Director of Operations, a senior management position, which will report to the Dean of the college. As part of ongoing restructuring, the college is moving toward a more centralized, coordinated approach to administrative functions. The primary role of the Director of Operations is to provide leadership for centralized administrative functions of the college for all on campus and off campus locations, including Cooperative Extension. Responsibilities will include: Management and strategic leadership to the College Operations Unit composed of the Fiscal Manager, the Human Resources Manager, and several classified staff in both areas. The Director will also supervise the Grants Officer. A minimum of an MBA or master's degree in higher education administration, business, or a related field is required. Review of applications will begin on 27 Aug 04, and continue until the position is filled.

● **Human Resources Director:** Currently, the College of Agriculture and Life Sciences, Virginia Tech is seeking a Human Resources Director. The Human Resources Director is responsible for the leadership of the human resources programs for the College of Agriculture and Life Sciences, including Cooperative Extension and the Agricultural Experiment Station. This person will provide leadership and coordination for a full range of human resources programs and services throughout the college. The Human Resources Director will report to the college's Director of Operations and supervises several staff within the human resources unit. The Director will also ensure that the work of over 40,000 volunteers complies with federal and state regulations and university policy. A MBA or master's degree in a relevant discipline required and five years of progressively responsible experience in human resources related work, including two years of supervisory responsibility. Review of applications will begin on 27 Aug 04, and continue until the position is filled.

Submitted by:  
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