



Program and Staff Development Committee

Quarterly Meeting via Zoom

Agenda

July 16, 2024

Attendees:

Bethany Eigel, Bethany Cleveland, Brandi Berven, Cheryl Newberry, Cindy Canfield, Cynthia Pierfax, Diann Simmons, Eleanor Baker, D. Jerome Johnson, David Herpy, Diann Simmons, Hannah Gerken, John Toman, Julie Robinson, Ken Jones, Kisha Faulk, Kristi Carpenter, Mike Gutter, Meredith Weinstein, Robertha Richardson, Sarah Baughman, Shirley Brown, Stacey McCullough, Tearney Woodruff, Tia Gregory, Virginia Brown

Advisors:

Obadiah Mujambi Njue

Call to Order	Kristi Farner	11:03 CST/12:03 EST
Review of Agenda	Kristi Farner	
Review of Minutes & Approval	Tearney Woodruff	Motion to approve January Minutes by Julie Robinson, second by Sarah Baughman. Minutes Approved
Officer Reports		
Chair	Kristi Farner	Newcomer Dinner. Information about newcomer orientation will be emailed. David Herpy volunteered to coordinate committee night out.
Vice Chair	Cynthia Pierfax	Annual Meeting Purpose & Expectations Overview. Website links need a review. Suggested this as a potential plan of work for next year. Question raised about whether or not the website will be continued forward.
Secretary	Tearney Woodruff	State Reports due Tuesday, August 6
POW Updates		

<p>Establish a community of practice working group for evaluation</p>	<p>Donna Peterson Celeste Allgood</p>	<p>Donna, Celeste, and the sub-committee have completed the item. They met and discussed, with input from all on the zoom, that the community for evaluators at PLN is needed. The group will act as a multi-purpose community to meet varying needs such as discussions of best practices, networking, professional support, and more. They will be prepared to discuss more about the community at the meeting in Charlotte.</p>
<p>Develop a universal model for program development process for the southern region</p>	<p>Ken Jones Julie Robinson</p>	<p>Met in the fall. Review of documents and state models in the fall. Came up with a few choices. Chose one model that they thought was good to look to. Circled back on verbiage in plan of work item as “develop” versus “adopt.” Will present to committee to see how want to move forward.</p>
<p>Building supervisory capacity for the region</p>	<p>Matt Bengé</p>	<p>We have made individual team assignments to gather data on current resources that are available throughout the region. A matrix has been created for team members to input their information to.</p>
<p>Host a virtual summer school in collaboration with NAEPSDP with the topic to be determined via needs assessment. Continue promotion efforts through committee and organization leadership.</p>	<p>Bethany Cleveland NAEPSDP Co-Chair</p>	<p>Super positive feedback. Increased attendance/participation. Will share feedback when received from Emily. It was a lot of work to organize. Archived past recordings are available here. New ones will be edited and available there soon. Arkansas and</p>

			Cheryl were huge in making it a success. Big thank you!
	Leadership Lunch and Learn webinar series	Julie Robinson	Continued value to so many. Kristi expressed appreciation of this plan of work. Link below shares past Lunch and Learns. https://www.uaex.uada.edu/business-communities/leadership/lunch-and-learn.aspx
	Resource Database engagement and partnering with NAEPSDP	Tia Gregory	Tia has updated the database site, and we have received the member list from NAEPSDP. This month's NAEPSDP newsletter has information regarding the database, and all NAEPSDP members will be added to the database site and will receive login information. Tia has also created a 'How To' guide for folks to upload and access resources. Will be ready by August.
Report from PLC Representatives		Cynthia Pierfax and Cheryl Newberry	No update from Cynthia – at camp. Cheryl encouraged registration as it is current \$50 more than early bird for regular registration window, and should do so prior to another \$50 increase. Schedule is posted. If register, then should receive link to pre-conference webinar to hear some great ideas in recruitment and retention. Cheryl will roll off the PLC Committee this year if interested in this position as a 1862. They are still looking for a 2025 location.
Reports from Administrative Advisors		Rick Avery and Obadiah Njue	Wonderful program in June. Discussion on assessment, impact, reporting, common outcomes &

		indicators, and opportunities. Update on Farm Bill for strategy their advocacy group plans to pursue.
Other Business	Kristi Farner	Leadership opportunities for Secretary and PLC representative. Reach out to Kristi as interest warrants. Cynthia has requested to remain in vice-chair position as she has not been in attendance at annual meeting, and she would like more time before assuming chair position. Requested Tearney to take the chair position instead. We will discuss implications at the annual meeting regarding guidelines/bylaws and how to implement the switch so that can keep balance of 1862/1890s and making it work. We will vote on the change with the normal ballot process.
Upcoming Meeting	August 20-22 in Charlotte, NC	
Roll Call	Tearney Woodruff	
Adjourned	Kristi Farner	Adjourned at 11:48 CST/12:48 EST.

Zoom Meeting: <https://zoom.us/j/7065427753> Meeting ID: 706 542 7753
Dial On: +1 646 876 9923 Meeting ID: 706 542 7753



New Committee Officers and Key Contacts
September 1, 2023 – August 31, 2024
(See submission instructions at end of document)

Committee Name	Program and Staff Development	Submission Contact Name:	Tearney Woodruff
Chair	Kristi Farner	Submission Contact E-mail	tearney.woodruff@ag.tamu.edu
Vice-Chair	Cynthia Pierfax	Submission Contact Phone	(979) 479-5179
Secretary	Tearney Woodruff	Date of Submission	8/23/23
PLC Representative 1862	Cheryl Newberry	PLC Representative 1890	Cynthia Pierfax
1862 Advisor	Rick Avery	1890 Advisor	Obadiah Njue

Annual Plan of Work
September 1, 2023 – August 31, 2024

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Establish a community of practice working group for evaluation	Celeste Allgood, Meggan Franks, Donna Peterson, Lola Adedokun, Meredith Weinstein, Lauren Hargrave, John Toman, Jeantyl Norze, Shirley Brown	Donna Peterson Celeste Allgood	August 2024	July 2024
Develop a universal model for program development process for the southern region	Meredith Wienstein, Armenta Lockhart, Ken Jones, Julie Robinson, Sarah Baughman, Kristi Farner, Nesma Osman, Cheryl Newberry, Matt Benge, Lola	Ken Jones Julie Robinson	August 2024	

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Building supervisory capacity for the region	Matt Benge, Steve Siegelin, Dave Herpy, Brandi Berven, Hannah Gerken, Tearney Woodruff, Tia Gregory, Bethany Cleveland, Cindy Canfield	Matt Benge	August 2024	
Host a virtual summer school in collaboration with NAEPSDP with the topic to be determined via needs assessment. Continue promotion efforts through committee and organization leadership.	Cheryl Newberry, Armenta Lockhart, Tia Gregory	Bethany Cleveland NAEPSDP Co-Chair	August 2024	July 2024
Leadership Lunch and Learn webinar series	Tia Gregory, Tearney Woodruff, Hannah Gerken, Brandi Berven, Steve Siegelin, Dave Herpy, Armenta Lockhart	Julie Robinson	August 2024	
Resource Database engagement and partnering with NAEPSDP	Matt Benge, Sarah Baughman	Tia Gregory	August 2024	

Quarterly Conference Call Schedule: (Dates/Times – Please indicate time zone)

- January 16 at 11am CT / 12pm ET
- April 16 at 11am CT / 12pm ET
- July 16 at 11am CT / 12pm ET
- August 20-22 in Charlotte, NC

Zoom Meeting:

<https://zoom.us/j/99796133493>

Meeting ID: 997 9613 3493