



Program and Staff Development Committee

Quarterly Meeting via Zoom

Agenda

January 16, 2024

Attendees:

Bethany Cleveland, Stacey McCullough, Cheryl Newberry, Nesma Osman, Sarah Baughman, Donna Peterson, Hannah Gerken, Ken Jones, Julie Robinson, Bethany Eigel, Robertha Richardson, Tia Gregory, Karl Bradley, Lola Adedokun, Brandi Berven, David Herpy, Vanessa Wright, Steve Siegelin, Meggan Franks, Terrika Barnes, Ktina Jones, Matt Benge, John Toman, Leslie Boby, Becca Heden, Kristi Farner, Tearney Woodruff

Advisors:

Obadiah Mujambi Njue & Rick Avery

Call to Order	Kristi Farner	Kristi Farner called to order at 11:06 CST/12:06 EST
Review of Agenda	Kristi Farner	
Review of Minutes & Approval	Tearney Woodruff	Motion to approve August Minutes by Julie Robinson, second by Steve Siegelin. Minutes Approved
Officer Reports		
Chair	Kristi Farner	Will schedule a quarterly call in fall in future years.
Vice Chair	Cynthia Pierfax	No Report
Secretary	Tearney Woodruff	Communicate with officers if have new person to be added to roster. Mission, vision, committees of SRPLN. SRPLN Southern Program Leadership Development (msstate.edu)
POW Updates		
Establish a community of practice working group for evaluation	Donna Peterson Celeste Allgood	Opportunity to get together to talk and share resources. Waited until start of new year to begin. Will get things on calendar and determine how frequently want to meet.

<p>Develop a universal model for program development process for the southern region</p>	<p>Ken Jones Julie Robinson</p>	<p>Look at different models of program development process and see how can bring those together. Something to share by August if not before. Good content, but need to synch it together.</p>
<p>Building supervisory capacity for the region</p>	<p>Matt Bengé</p>	<p>Fall was fast. Will conduct a survey in the southern region on what they are doing for supervision, training, and leadership. Share information and update.</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>Hoping to find time on calendar this month to connect with those who have more experience. Need to know NAEPSDP co-chairs name. Shared that it is Emily Smith (Arkansas). Cheryl, Julie, and Matt shared that they would email some resources including the NAEPSDP conference evaluation. Expressed value of this event because it is open to anyone, is an asset to Extension, and provides an archive of valuable resources.</p>
<p>Leadership Lunch and Learn webinar series</p>	<p>Julie Robinson</p>	<p>Book review last Wednesday of the month. Has a couple of volunteers for June and April, but needs more. If anyone want to do one, send a message to Julie and she will help to find a good date. They are marketed nationally and collect demographic data. Fairly easy lift and good professional development. Link below shares past Lunch and Learns. https://www.uaex.uada.edu/business-communities/leadership/lunch-and-learn.aspx</p>

	Resource Database engagement and partnering with NAEPSDP	Tia Gregory	Talked with Matt at NAEPSDP. Moving forward with working with that. Issue to keep in mind is that you have to go to it to access it, update it, etc. Matt made it a point of emphasis in his plan as president of NAEPSDP.
Report from PLC Representatives		Cynthia Pierfax and Cheryl Newberry	Developing subcommittees, officer orientations, newcomer resources. Cost will not increase from previous year. PLN as a whole is looking for a repository. Needed someone to work with Extension Foundation and Rachel Wellborn who is leading the effort. Tia has agreed to serve on that committee since she is already working on that plan of work. Meeting on 1/22. No theme yet for next year. Looking at some speakers. No location for 2025 determined. If your state is willing or have good places, reach out. 2024 will be in Charlotte, no hotel yet.
Reports from Administrative Advisors		Rick Avery and Obadiah Njue	New Extension directors in Arkansas and Mississippi. Ron Brown will be retiring. Served since 2001. Committee formed and job announcement to be sent out. Focus on efforts to increase capacity funding. Multi-year approach to increasing those dollars. Spring joint meeting on March 25 in Lexington, Kentucky. AEA ARD Joint Winter Business Meeting on January 22-26 in Nashville. For more information email njueo@uapb.edu

Other Business	Kristi Farner	We will have breakout rooms to connect and network on topics after the meeting is officially adjourned. If you have topics or questions for these rooms, email us for future meetings. Next meeting on April 16.
Upcoming Meeting April 16 at 11am CT / 12pm ET		
Roll Call	Tearney Woodruff	
Adjourned	Kristi Farner	Motion to adjourn meeting by Julie Robinson, second by Cheryl Newberry. Adjourned at 11:43 CST/12:43 EST.

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

Meeting ID: 706 542 7753
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Passcode: 2023
Passcode: 2023



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, Susan Guynn	Donna Peterson Celeste Allgood	August 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,	Ken Jones Julie Robinson	August 2024	

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	Cheryl Newberry, Matt Benge, Lola Adedokun			
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	
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

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