



**Program and Staff Development Committee**

**Quarterly Meeting – Conference Call**

**Agenda  
July 17, 2019**

---

**Call to Order**

Members attending:

- Celeste Allgood
- Nancy Calix
- Damona Doye
- Ken Jones
- Diane Mashburn
- Vonda Richardson
- Julie Robinson
- Meredith Weinstein
- Karen Vines

**Review of Minutes & Approval**

<b>REPORT/DISCUSSION</b>	
Changes or corrections to the minutes from the April PSD meeting were requested by Julie Robinson. No changes or corrections were made.	
<b>MOTIONS, RECOMMENDATIONS, &amp; FOLLOW-UP</b>	Celeste Allgood moved to approve the agenda; Diane Mashburn seconded the motion. Motion passed.

**Officer Reports**

**Chair – Julie Robinson**

<b>REPORT/DISCUSSION</b>
Looking forward to the August meeting. Dr. Scott Angle, NIFA Director, will be visiting with the PSD group for approximately 40 minutes. Please be prepared with questions or topics for discussion.
PLN will have the regular welcome for new attendees on Monday afternoon. Julie Robinson will represent PSD.

**Vice Chair – Nancy Calix**

REPORT/DISCUSSION
Absent.

**Secretary – Amy Harder**

REPORT/DISCUSSION
Absent.

**POW Updates**

SOUTHERN REGION SUCCESSION PLANNING – KEN JONES			
<p>The committee met in the morning; consists of Ken Jones, Karen Vines, Kristi Farner, Nancy Calix, Doug Bonner (?), Eugenia Gwynn (?). Eleven of 13 states participated: Clemson, UF, Auburn, UK, WVU, University of Arkansas – Pine Bluff, UGA, Arkansas, Kentucky State, TAMU, OK State, Virginia Tech, Prairie View A&amp;M, and NCSU. A formal report will be provided at the August meeting, but preliminary results showed variation in the operational definition of succession planning as used by various universities. Some respondents indicated concern about succession planning, including favoritism, lack of interest in the job, lack of qualified individuals, HR rules and university policies. Vonda Richardson will encourage more 1890 institutions to participate in the survey before the August meeting.</p>			
ACTION ITEM	Encourage non-responding institutions to complete the survey.		
PERSON RESPONSIBLE	Various	GOAL DATE	Immediately

HOST VIRTUAL SUMMER SCHOOL – DIANE MASHBURN			
<p>VSS is on-going. The topic is onboarding and succession planning. Approximately 50 participants attended the Monday session, with Tuesday and Wednesday sessions averaging 30+ participants. Webinars are archived at: <a href="https://naepsdp.wildapricot.org/Webinar-Archive">https://naepsdp.wildapricot.org/Webinar-Archive</a></p>			
ACTION ITEM	Posting completed and edited webinars on the NAEPSDP website.		
PERSON RESPONSIBLE	Diane Mashburn	GOAL DATE	Following the end of the VSS week.

<b>DATABASE FOR COMPETENCY-BASED RESOURCES – SCOTT CUMMINGS</b>			
Absent.			
<b>ACTION ITEM</b>	Continue planning.		
<b>PERSON RESPONSIBLE</b>	Scott Cummings	<b>GOAL DATE</b>	TBD

<b>RESOURCES RELATED TO CULTURALLY AND LINGUISTICALLY APPROPRIATE PROGRAMS AND EVALUATION - NANCY CALIX</b>			
Absent.			
<b>ACTION ITEM</b>	Aggregate resources from various states.		
<b>PERSON RESPONSIBLE</b>	Nancy Calix	<b>GOAL DATE</b>	August 2019

### Report from PLC Representatives

<b>MEREDITH WEINSTEIN – 1862</b>			
Conference planning is going well. Ignite proposals were selected (3 out of 6). Newcomer Orientation and Committee Chair training will be on Monday afternoon.			
<b>ACTION ITEM</b>	Contact Meredith Weinstein or Celeste Allgood with any items that should be brought up on behalf of PSD.		
<b>PERSON RESPONSIBLE</b>	Open to PSD Committee members	<b>GOAL DATE</b>	ASAP

<b>CELESTE ALLGOOD – 1890</b>			
Low registration for the pre-conference (Scott Cotton; Extension’s response to natural disasters) session.			
<b>ACTION ITEM</b>	Please promote the pre-session to your state PLN participants.		
<b>PERSON RESPONSIBLE</b>	PSD Committee members	<b>GOAL DATE</b>	Ongoing

**Reports from Administrative Advisors**      Damona Doye (OK) (1862) & Vonda Richardson (FL) (1890)

Vonda Richardson shared that AEA is planning the 2020 system-wide conference; everyone is invited to participate. It is the professional development event for the whole system, with upwards of 500 faculty and staff expected to attend. Administrators through program assistants are included. There has not been an event since 2012. The conference will be June 20-24, 2020 in Orlando at the Renaissance Orlando SeaWorld.

Damona Doye shared there's a new equity toolkit from 4-H to ensure all youth feel welcomed. Some discussion has been ongoing about the NIFA move to Kansas City; unclear how that will impact Extension yet. eXtension is evaluating customer relationship management tools. Damona asked for any feedback related to eXtension. Appears to be a lack of use amongst PSD committee members' institutions, leading some institutions to question the value of subscribing to eXtension. The present focus of eXtension appears to be professional development. University of Arkansas and University of Georgia have pulled out of supporting eXtension, primarily because they already have sufficient PSD capacity without eXtension. Arkansas used eXtension's own user data to demonstrate a lack of engagement of their agents in the eXtension system (only 16 people over one year). Also reported was that accessing collaborative-produced materials can be challenging and time-intensive. Multiple PSD members reported the eXtension facilitators/trainers are not sufficiently experienced and the trainings were not well-delivered.

Damona also reported that a representative from OK State will be attending the Leadership in the City course offered by The Ohio State University for urban Extension professionals. Further, the National Extension Leadership conference will be held in conjunction with the Experiment Station Directors in Nashville, TN. Damona will report back following that event.

Diane expressed concerns about timelines related to having a completed POW on file with NIFA. Neither Damona or Vonda had more information related to timelines. Damona offered to relay an e-mail to Ron if either Meredith or Diane could frame the specific question.

### **Other Business**

Meredith Weinstein went to NEROAC sessions related to civil rights and reporting. Past year's audits were reviewed. Audit reports are taking a long time to get returned (~ 2 year delay). Audits are expected to happen more frequently and will target the insular regions in 2020. Ten states per year is the goal starting in 2021. Auditors may be exceeding their statutory reach. For example, auditors are telling states that their agents must carry the Civil Rights poster with them when teaching off-site. States are being told to have a full-time language access coordinator to be in compliance with language access requirements; this appears to be beyond statutory requirements but Kristi confirmed that Georgia had been told the same information. The auditors want offices to collect race, ethnicity, and gender from phone calls despite those being indirect contacts.

Diane Mashburn put together an informal PEARS meeting with PSD counterparts from multiple states. This was a result of the agriculture program leaders hearing the pitch from the North Dakota director while in DC. The only Southern Region state that reported considering PEARS for use beyond SNAP-Ed was Virginia. Diane set up a "tour" from PEARS for the Extension side of the system. Only three states have adopted; ND, IL, and Kansas (which is where it was developed). ND

and IL did not have *any* online reporting system prior to adopting PEARS. They also are states lacking PSD capacity. The demographic categories within PEARS would not stand up to a Civil Rights audit, based on what was demonstrated to the people on the call and there's no immediate plans to fix that. Some problems result from trying to make the Extension side of the system mirror the SNAP-Ed side, and the Federal requirements are not the same for both. There may be a panel on PEARS at NAEPSDP.

### **Upcoming Meeting**

August 19 - 22, 2019 in New Orleans, LA

### **Roll Call**

Provided through Zoom recording.