

**Minutes of the Program and Staff Development Committee Conference Call
April 23, 2009**

Participants: AL—Anne Adrian, Virginia Morgan (secretary); AR—Karen Ballard, Nikki Cooper, Allison Penn, Rich Poling; FL—Cheri Brodeur, Diane Craig; GA—Mary Ellen Blackburn, Marcie Simpson; KY—Gae Broadwater, Paul Warner (1862 Administrative Advisor); LA—Debra Davis, Robert Richard; MS—Julie Sexton; NC—Mitch Owen; OK—Joyce Martin (chair), Vernon Jones (1890 Administrative Advisor); SC—Della Baker (vice-chair); TX—Scott Cummings; VA—Heather Boyd.

Meeting convened @ 10:15 AM with a welcome from Joyce.

Minutes from the February meeting were approved as posted.

Program Evaluation Module (Heather)— it was recommended that we use the TN (Joseph Donaldson's) module to populate the field. This module may be used as a short term module until the Leadership CoP develops one that may serve better. Can we include a section that leads to state-specific content? The group agreed that it should be sent to the CoP for conversion that is useful, general and customizable to states.

Presentation Skills Module (Allison)—the module was completed a long time ago and is currently in use. The approval process in the Moodle system should be the same as the CECP approval process. Debra is contacting Larry Lippke to ask about the review process—clarity is needed. Next time agenda: module review process for any in limbo. Debra will be the contact. For all practical purposes, CECP will be gone by the time we meet in Orlando.

Program and Staff Development Conference and SEAL Conference updates (Scott) – the SEAL conference is on track for this year. As of April 23, there are nearly 50 registered. The conference call participants agreed that an October Professional and Staff Development conference will be hosted in October on-line as a virtual conference (series of times within the week) Scott, Robert, Rich, and Mary Ellen will begin the plan for virtual conference. We will plan October 2010 as a face to face meeting. Committee will report back at next conference call.

Professional Development Association (Debra) –We need to articulate goals and products of a professional development association. Debra, Mitch, Allison, and Julie will get together at SEAL to discuss the process needed to get this going. We will then dedicate a couple of hours in Orlando to finalize the document so that it can be distributed prior to the virtual PSD meeting in October (one session will be dedicated to a discussion about creating an association or community. Report back at next meeting.

PLN/PSD Committee meeting update (Cheri) —dinner and tour options: Tours 1. University of Central Florida Center: team dynamics, 2. Disneyworld leadership institute. The group agreed to use the same price range used for our dinner in Greensboro. Committee night out is scheduled for Wednesday. Largest block of time for a tour is Wednesday morning, but we need to be back at the hotel by 12:00 pm.

PLN meeting update (Mitch)—there will be issues discussions this year: multi-disciplinary, for example, retention, and succession planning. There will be fewer keynote speakers and fewer large group situations this year —the keynotes will focus on the farm bill, crisis. Then each committee will be asked to respond to the keynotes. Involve the Administrative Advisors in developing committee plans of work, goals, and other critical issues. They can serve in a hand-in-hand relationship with the committees, serving as a link to the administrative groups. This conference has been changed based on Nancy's work.

Accountability (Marcie)—on-line sharing overview, federal reporting: do we want to do this and what would be on the agenda? Marcie will move forward with planning the event. Herb, Nancy and Scott will be at the reporting meeting next week—there may be some topics for the agenda in addition to the merit review process from TN. Marcie will pick a date and give an update at the next conference call.

Administrative Advisor update (Paul)—directors are very concerned about the retirements of middle managers. The directors are asking for curriculum that focuses on the management skills: performance appraisals, budgeting, financial management, etc. Will the PSD and Middle Management committees develop a curriculum that can be adapted by each state? Directors are looking for something concrete and soon. Use new Middle Manager prospects and newly appointed middle managers to go through the curriculum. States: GA (Mary Ellen) has a county coordinators orientation program that includes some of these skills. Georgia is also offering an advanced leadership program. There are some basic modules that will be posted on the Web for anyone to use. Diane (FL) has some modules and will e-mail the information. Paul says the directors are expecting that two or three from this group will team up with some folks from the Middle Management group to put together the curriculum. Mary Ellen will head up the committee to begin the process. Debra has been charged to put together curriculum for leadership development for parish coordinators. Debra, Allison and Mitch will help.

Announcements:

Scott—The Texas A&M e-learning group has been transferred to the Organizational Development Group Scott leads.

Allison—eXtension will be offering a webinar on results on survey data on leadership develop; also topic will include motivation of Extension.

Karen (AR)—organizational merger. Effective July 1, the organizational development group will be merged with another group. George Letlow will be the new director. Nikki Cooper is second addition.

New contacts need to be sent to Della.

Next meeting will be June 30 @ 1:30 Central.

Meeting adjourned 11:50 Central.