

**Program and Staff Development Committee Conference Call
July 26, 2010**

PRESENT: AL- Chris McClendon, AR- Rich Poling and Nikki Cooper, FL- none, GA- Mary Ellen Blackburn, KY- Gae Broadwater, Martha Nall, Kenneth Jones, and Paul Warner, LA- Debra Davis, MS- none, OK- Vernon Jones and Joyce Martin, PR- none, SC- Della Baker, TN- Joseph Donaldson, TX- none, VA- none, WV- none

Meeting called to order at 10:03 a.m. Eastern time

AGENDA APPROVAL: agenda approved by group

MINUTES: Minutes were accepted as presented

OFFICER REPORTS: Della has been making contact to insure everything that is needed is ready for the August meeting in Memphis. She informed everyone that the Nomination Committee members are Joyce Martin, Chair, Rich Poling, and Virginia Morgan. Joyce Martin reported that the nominating committee is looking for potential candidates for the PSD Committee Vice-Chair and Secretary positions. Nominations should be given to Joyce Martin, Rich Poling, or Virginia Morgan by 8/1/10.

COMMITTEE REPORTS:

Management Skills Training

Mary Ellen Blackburn reported that everything is being wrapped up and is good to go. Paul Warner shared that he presented the materials at ASRED and that a commendation was passed by them for this work. He would like to have a discussion about the modules and feedback on the materials plus reports from the states on their utilization at the August meeting.

PSD Virtual Conference Survey

Scott Cummings sent an email regarding the survey and indicated that there was not an overwhelming response to the survey, but the responses were interesting. Please give any feedback you have on this survey. Debra Davis would like to see more digital conferences at national meetings.

National Association of Extension Program and Staff Development Professionals (NAEPSD)

Della Baker reported that the Association by-laws have been approved. Current membership is posted on the collaborate wiki site (http://collaborate.extension.org/wiki/Main_Page) under the heading "Organizations.". Debra Davis said that the Association Planning Committee is moving forward. An Association Board Meeting is scheduled for next week, and an Executive Committee Meeting for the Strategic Plan is scheduled for December in New Orleans, LA. Marketing materials are being created and will be ready for the August PLN meeting. Memberships will be solicited at the August meeting.

Report from Advisors

Vernon Jones reported that he thought the PSD Virtual Conference went very well. He requested that the content from the conference be made available in some type of written report or conference proceedings. Rich Poling reminded the group that this information is posted on-line.

Paul Warner reported that a proposal has been sent to PLN program advisors requesting that regional groups make use of eXtension and post materials that have been created to this site, not just their

regional site, so these materials are available outside of the region. He suggested that this should be treated as an action item on the agenda and formal action should be taken at the August meeting. Jimmy Hemming, representing eXtension, will be at the August meeting in Memphis and would be available to speak with the group regarding this if the group is interested.

Benchmarking Program Impacts/NIFA Update

Debra Davis reported that the committee developing national benchmark measures for program impact will be meeting in Louisiana sometime in early spring. Another committee is being formed and members of this group will be working with Bart Hewitt from NIFA. Bart Hewitt will be notifying people in they will be serving on the committee. Representatives from each NIFA priority program area and region will be on the committee.

OTHER BUSINESS:

PLN Meeting/PSD Schedule

- Della sent everyone a revised PLN schedule. Please note that the general session is on Tuesday. Dr. Beachy will be the lunch speaker on Tuesday.
- Meeting minutes will need to be ready from this meeting for the 1:30 PSD Committee meeting on 8/24/10.
- Debra Davis volunteered to attend the Urban Task Force Pre-Conference Roundtable as the representative from the Program and Staff Development Committee.
- Interim Secretary Karen Ballard will need to update the membership list and bring hard copies to distribute at the August meeting in Memphis. A final list will need to be sent to Rachel on 8/26/10.
- A live feed of the PSD Committee Meetings at the conference will be available via “Scopia Desktop” for those who are unable to attend. Della sent this information earlier via email.
- Joseph Donaldson has arranged for the PSD committee to tour the Ducks Unlimited Headquarters on Wednesday, 8/25/10, 8 a.m. We will be meeting with Human Resources personnel from Ducks Unlimited. The tour and program will conclude about 11:15 a.m. and the committee will return to the hotel. Joseph is looking at available transportation and reported that 2 vans from Tennessee will probably be available. Debra reported that Louisiana is bringing a van and will check on the availability of the van for use on Wednesday morning. Joseph needs a final head count for the tour and dinner. Della will send an email to the committee with information as well as the deadline for getting the information to Joseph.
- It was decided that the committee will eat at the Germantown Commissary on “Committee Night Out.” Everyone will need to meet in the hotel lobby at 5:45 p.m.
- On Wednesday, 8/25/10, the committee will meet with Middle Managers from 1:30 p.m. - 2:20 p.m. After that they will meet with Middle Managers and Communications from 2:25 p.m. - 3:15 p.m. If any action items come about due to those meetings, the action items will be able to be added to our Plan of Work even though the deadline is 3 p.m. The committee would like to discuss the modules status with the Middle Managers.
- Debra related she has heard that NIFA might be reestablishing the National Reporting Database. She said that Louisiana is looking at reactivating its impact reporting database. She would like to discuss consistency across the Southern region on impact statements as well as what information anyone has regarding the re-institution of the federal impact reporting database at the August meeting.

- Della asked members to send her information about how PLN and PSD Committee efforts have benefitted their states. She will send that information to Rachel Welborn.
- Della asked members if they had read the PSD Committee roles and guidelines document that she had sent with the agenda and asked for any comments or suggestions. Joyce moved to adopt the roles and guidelines as stated in the document. Rich seconded the motion. The motion carried.
- Della reminded everyone that state reports need to be entered on the PLN collaborative wiki site. Virginia has sent information about the report and the wiki site in a previous email to committee members.

ADJOURNMENT: The group adjourned at 10:47 a.m. Eastern time.

The next PSD Committee Meeting will be August 24, 2010 at 10:15 a.m. Eastern time at the Hilton Memphis in Memphis, TN.