

**Personnel and Organizational Development
Committee Meeting
May 12-14, 1999
NASULGC Headquarters
Washington, DC**

Present: Chairperson James Smith, Larry Arrington, Jo Jones, Keith Niemann, Barry Stryker, Clyde Chesney, William Peterson, Judith Jones, Mary Jane Willis, Raymond Bosmans, Donna Donald, Linda Webb, A.J. Dye, Maurice Dorsey.

Absent: Eunice Williamson, Sally Horton, William McGowan, Starlene Taylor, Larry Tidemann, Daniel Lyons, Keith Smith, Milan Rewerts, Curtis Clark

- A. The meeting was called to order by Chairperson Smith at 1:00 p.m. Smith began the meeting by thanking members for being present. Those present introduced themselves.
- B. Smith distributed and reviewed the agenda. The agenda was approved by the committee.
- C. It was moved by Jones and seconded by Willis to approve the minutes of the last meeting which was held at New Orleans, Louisiana January 13-15, 1999. Motion carried.

COMMITTEE REPORTS

D. **ECOP** - James Smith

Smith handed out copy of the ECOP minutes which included his report.

- 1. Some ECOP members suggested to Smith that PODC should look at staff using internet for porn. Is this problem throughout system nationwide? We decided to: accumulate states' policies and make them available to all; identify software blockers—may not work; Dye has agency guidelines; add section in New Directors workbook on these policies.
- 2. ECOP asked PODC to update "National Policy Guidelines for Staff Development" from 1987. This booklet talks about why staff development is important. Smith will copy and send out and we will review at Fall meeting; might want to add to New Directors Book; might give to Training subcommittee; Smith will forward ECOP minutes to PODC members.

E. **Subcommittee on Extension Diversity (SED)** - A. J. Dye and Maurice Dorsey

Need 1890 representatives. See their attached report. Could Feds help with resources to get 1890's to participate? Should 1994's also be a "region" for SED as well as all other ECOP areas, including PODC? Stryker moved and Dye seconded that we recommend through Smith to ECOP that 1994's have representation on SED, PLC, SPS, PODC. Motion carried.

PODC voted to renew Corbin, Vasquez and Holmes, and add as new: Saldrun and Porter. Smith will check with state directors and will come forward with 1890 and 1994 recommendations for 98/2000 and 99/01. Stryker and Bosmans reported that we will need a representative from the Northeast Region to replace Dorsey for one year (potentially 4 years).

F. **Directors and Administrators Diversity Award** -

Discussed adding this as a new award. It would eliminate directors and administrators from other system diversity award. SED will work up process, procedures, criteria, etc. Smith will make ECOP aware of this upcoming award.

G. **Urban Task Force** - Maurice Dorsey

Standing committee of PLC. See attached report distributed by Dorsey.

H. **National Center for Diversity (NCD)** - Mary Jane Willis

A marketing company was enlisted to help develop a plan for NCD and how NCD could be a resource to system. What will NCD be like? May not be called NCD in future. Advisory board has made firm recommendations to NCD to keep them financially sound. Passed around "4th Annual Symposium" registration flyer. Alice Meade has left NCD.

I. **JCEP** - Donna Donald

Galaxy 2 in 2003. Minnesota, Louisiana, and Utah have made proposals to host. PILD will be held April 2-5, 2000.

J. **Training** - Keith Niemann

Been working with Linda Benning of NASULGC on New Directors workbook. She has been very helpful and connecting with Myron Johnsrud. Willis suggested separating Section C into two separate sections: CE/EEO and Diversity/Pluralism.

K. **Alternative Revenue Streams** - Niemann handed out report from Judy Barth. See attached.

L. **Rural/Urban Interface** - Ray Bosmans

See attached report. Goal is to have document ready by end of next year to help new workers understand their non-traditional position and its relationship to agriculture.

M. **Organizational Culture** - Bill Peterson

Design something for the system on a website. Sub group will meet to discuss these questions:

- A. How committed are we to this process?
- B. Is there another way to do this within the system?
- C. Do we want to impose our will on the system?

Whole PODC will react to these questions on Thursday morning. What are consequences of going forward or not? What about timing?

Meeting recessed for session on the Engaged University.

Following the session, the PODC reconvened its meeting at 3:30 p.m. Chairperson James Smith asked late arrivals Sally Horton, Clyde Chesney, and Bill McGowan to introduce themselves and tell what is happening in their states.

Smith reviewed the schedule for Thursday. A conference call with Milan Rewerts and Keith Smith will be held at noon on Thursday. PODC will meet with SPC at 3:30 p.m. on Thursday to talk about the scenario building project and inform SPC of our decisions regarding the project.

N. **NELD Report** - Sally Horton

The NELD selection subcommittee recently reviewed 29 applicants for Class 7 and selected 21, of which 12 are males, nine females, and two are from 1890 institutions. One of the 1890 applicants will receive a scholarship. A NELD “short course” for administrators and directors will be held in Vail, Colorado August 1-4.

In July 1999, Smith will discuss at the ECOP meeting the concerns of PODC about the joint meetings with PODC, PLC and SPC. PODC members believe the joint meetings should be jointly planned and the agenda should allow for discussions of topics of mutual interest.

The dates for the next two PODC meetings were shared. PODC will meet in Burlington, Vermont on October 4-6, 1999. Stryker is the host for the meeting. PODC will meet again on January 19-21, 2000 in Tuscon, Arizona, beginning and ending at noon. Peterson will be the host. Jones volunteered to host the Fall, 2000 meeting at the Hotel Roanoke in Roanoke, Virginia.

The group reviewed the dates of members’ terms on PODC.

PODC reconvened at 8:35 a.m. on May 13. The group engaged in extensive discussion about the scenario building project and PODC’s meeting in the afternoon with SPC.

Peterson reviewed the history of the scenario building project, including work accomplished at the New Orleans meeting with the assistance of Dorothy Martin. Smith explained the reaction to the project at the ECOP meeting. Some directors are ready for the project while others are skeptical of its helpfulness. ECOP appeared to accept the concept, but seemed unclear about where the exercise leads us. Chesney suggested we may need to back up and try to help people understand the concept. Horton and Donald raised the question of how the scenario building fits with the engaged university concept. Jones and Willis both said we need to consider how this project fits with PODC’s charge.

Chesney suggested involving the six classes of NELD participants, along with selected other people, to obtain feedback on the project. PODC decided we need to: involve NELD participants in a pilot; refocus

on our PODC goals concerning personnel and organizational development; look inward; add ways to collect information using the website; and continue dialog on our future. Dye emphasized the importance of diversity to our organization's future and the need to borrow ideas from SED. Bosmans suggested working also with the leadership of the professional associations in the pilot testing phase. Donald said we could try to reach those groups at their annual meetings or other leadership meetings during the year. In summary, PODC decided to continue the scenario building project with a focus on personnel, organizational development, and connections with the POW process, diversity, and the engaged university.

Complications prevented the planned conference call with Milan Rewerts and Keith Smith.

PODC met with SPC at 3:30 p.m. at which time Peterson did an excellent job of describing our plans for the scenario building project. All present agreed that the plan seemed reasonable and they were much more comfortable with the direction of the project.

Smith reconvened the meeting at 8:30 a.m. on Friday, May 14. Members were encouraged to make reservations for Burlington now for October 4-7. The meeting will begin at 9:00 a.m. rather than noon. **Please note this change.** Room rates are \$69, Hampton Inn, Burlington, Vermont, (802) 655-6177. There is a shuttle from the Burlington airport. Members may wish to also check flights into Manchester, New Hampshire since rates may be lower.

Report on SPC Meeting

Niemann said the PODC chair-elect meets with SPC at their meetings. Niemann reported that the morning discussion in the SPC meeting focused on PLC's report to SPC. Questions dealing with CYFAR's possible graduation arose. Waste Management and Food Security issues were also discussed. PLC also discussed the Workforce Preparation initiative and the opportunities possible with the program. Also discussed were the Engaged University and NACO's concerns with devolution. PLC may invite NACO officers to a future meeting to discuss these mutual concerns. Eric Young led a discussion on ESCOP's and ECOP's Strategic Planning Committees and plans for a fall joint meeting in Memphis. PLC committees worked on overhauling their reports. Stryker asked if there was much "planning" going on by the SPC. Niemann said the PLC will plan the Spring, 2000 joint meeting. Stryker favors meeting to do PODC's work and meeting jointly only when we have a serious matter to cover with the other committees. Dye favors meeting jointly in the Fall, 2000, but would prefer if one committee handles the agenda in the morning and the other in the afternoon. PODC liked the suggestion Dye proposed. PODC may choose to meet in May, 2000 prior to the SPC/PLC meeting so that work on projects can progress.

O. Rural/Urban Interface Report - Ray Bosmans

Bosmans reported on the meeting with Stryker and Jones. Bosmans emphasized the importance of developing tools that help professionals justify or explain why we are working in urban areas. The subcommittee explained the confusion over the subcommittee's name and recommended three possible new names. PODC favored and adopted the new title, "Value of Agriculture: The Rural and Urban Interface." Bosmans reviewed the following goals of the project: to help people understand the new faces of today's agriculture and its importance (broadening the concept); to

develop a tool for professionals to use internally to explain this; and to develop a tool with “fill in the blanks” for local statistics to be printed for the public. The publication from NASULGC, “Myths and Facts” will be used as well. Members will review the language in the new Farm Bill to find helpful ideas. Statistics from other agencies and organizations will also be requested. Each subcommittee member will help gather pertinent information and share this as a resource listing that professionals can use.

Chesney said Morris Brown, Farm Bureau President from Michigan, gave a talk on this subject at the Urban Task Force Conference. Bosmans will ask for a copy of his talk. The urban forestry program in North Carolina has a rural/urban interface. PODC suggested contacting Maurice Dorsey, Chinella Henderson in Alabama, and Jose Vasquez. Dye asked how the subcommittee’s work differed from PLC work. Bosmans said the group is developing tools for professional staff to use to promote the positive aspects in training, orientation, marketing, and other PODC related areas. Willis reminded that the Urban Task Force is attempting to develop competencies and build credibility in urban work.

P. **Organizational Culture and Change Report**

Peterson distributed copies of the organization change survey memo which the subcommittee developed. Peterson will mail members a complete, clear copy. Willis offered some improved wording. Peterson will edit the material. Members were asked to complete the survey and return it to Peterson. The subcommittee will contact other identified participants and ask them to complete the survey as well. Horton raised the concern that some views will not be heard unless we broaden the list to which the survey is sent. After much discussion, the decision was made to possibly base a future survey on a larger group of respondents, but to keep the pilot test manageable in size.

Smith complimented Peterson and the subcommittee for their excellent work.

Q. **Training Report** - Keith Niemann

Smith reported for Niemann who was at SPC. Horton, Smith, and Niemann were included in the subcommittee. The group is concerned that training materials must be kept current. Curtis Clark, CSREES, has agreed to keep the material on grants writing up to date. An Administrative Briefing Book has been compiled by Niemann in draft form. ECOP has seen it and likes it. Linda Benning of NASULGC will assist at ECOP’s request to help keep the book up to date. The book will be finalized at the Vermont meeting. The PODC Training Subcommittee should review the briefing book each year to keep it current. Chesney said we should ask new administrators and directors to give us feedback on the usefulness of the document.

The Training Subcommittee has an outline of the grant writing document. They identified issues to consider and are still collecting information. If PODC members have helpful policies on grants management, they are to please send those to Niemann. Curtis Clark has agreed to build a website for this information, which will focus on management rather than grants development.

Smith asked Stryker to explore if someone at the University of Vermont might want to meet with the subcommittee at the Burlington PODC meeting to participate in the grants management work.

Smith will send PODC members a copy of the booklet, "National Policy Guidelines on Staff Development, 1987" which will be updated as a future project of the subcommittee.

This was Horton's last PODC meeting, and Smith thanked her for her four years of service to PODC.

The meeting adjourned at 11:45 a.m.

NEXT MEETINGS

October 4-6, 1999, Hampton Inn, Burlington, Vermont, beginning at 9:00 a.m. and ending at noon. Stryker, host. (Rooms held for October 2 through 9). Make reservation by September 2. \$69.00 per night at the Hampton Inn (800) 655-6177. Shuttle from airport is available. Members may wish to also check flights into Manchester, New Hampshire since rates may be lower.

January 19-21, 2000. Peterson host. Tucson, Arizona.

Fall, 2000. Jones host. Hotel Roanoke, Roanoke, Virginia