

# **PERSONNEL AND ORGANIZATIONAL DEVELOPMENT COMMITTEE**

## **OPERATIONAL GUIDELINES**

May, 2001

### **MISSION**

The Personnel and Organizational Development Committee (PODC) is a committee of the Extension Committee on Organization and Policy (ECOP) that provides system-wide leadership for individual and organizational excellence throughout the Cooperative Extension System (CES).

### **FUNCTIONS AND ROLES**

To carry out its mission, the PODC makes recommendations to ECOP, which are considered for implementation system-wide. PODC's major responsibilities include, but are not limited to the following:

- To initiate, design, develop and promote system-wide human resource management tools and practices to develop and maintain a high quality, diverse and pluralistic administration, faculty and staff in the CES. This includes, but is not limited to, human resources planning; personal, professional and career development; core competencies; leadership and executive development; compensation and benefits; recruitment, retention, staffing, and other rewards and motivation.
- To facilitate renewal and positive change in the mission, organizational structure, roles and functions, responsibilities and management throughout CES.
- To enhance individual and organizational excellence in Extension through establishing and supporting internal and external partnerships, which effectively address critical societal needs.

### **STRUCTURE AND COMMUNICATIONS**

PODC utilizes an ad hoc structure to carry out its mission, functions and other responsibilities as assigned by ECOP. Formal communication with ECOP is through the PODC Chair. Interactive, internal communications are achieved system-wide using all available methods, including electronic technologies. External linkages are established in conjunction with the Executive Director of ECOP.

The members of PODC are selected to provide the diverse perspectives of the Extension System, and serve on the committee on behalf of the entire system. The Chair and Chair-Elect are appointed by ECOP.

The Chair of PODC, communicates priority issues, recommendations and accomplishments to ECOP, and to ECOP standing committees, and seeks input and support from these groups.

The Chair-Elect or designee meets with SPC. At least one PODC member serves on each PODC sub-committee.

## **RECRUITMENT AND SELECTION OF COMMITTEE MEMBERS**

PODC consists of members representing ECOP, CSREES, the 1890 Institutions and the following four regions from 1862 Institutions: Northeast, Southern, North Central and Western. Hereafter, they will be referred to as the “regions.”

Each of the regions has two members selected by them as their representatives on the committee. The region from which the Past Chair resides will have three members during that one year. Four committee members are selected by and serve as representatives of the Extension Agents’ Associations respectively. Additionally, ECOP appoints one committee member from each of the regions, and is represented by two ECOP Administrative Advisors who serve on the PODC. Two committee members represent USDA-CSREES as Ex-Officio, non-voting PODC members. All nominees must be approved by ECOP to serve as members of the PODC.

Some guidelines and other considerations to be considered for selection of potential new members for service on the PODC are presented below.

- **Diversity.** Consider nominees who reflect the diversity of the region, institutions, agent associations and the organization. The two people who will serve a specific region, or the 1890 institutions, might be of different races, ethnic or religious backgrounds, and should be representative of genders and disabilities.
- **Program Area of Responsibility.** Consider alternation or rotation of nominees within a region, agent associations and from the 1890 institutions, based on different areas of program responsibility and expertise. Those in new program areas should be considered.
- **Mission and Function of PODC.** Consider the mission and function of PODC when making nominations for those to serve on the committee. The committee’s activity in investigation, assessment and visioning should be understood by potential members. See above.
- **Time Commitment.** The committee meets three times each year for a 2 to 3 day meeting. Members of the committee will also be involved with sub-committee groups that will require teleconferences, other possible meetings, and other time on project assignments.

The terms for PODC service are for four years, and officially begin following the ECOP meeting in November.

- **Costs.** States and institutions should realize that the costs associated with serving on PODC will be borne by the individual’s state, institution, or association. Included is release time, travel to meetings, project work time, paper work, teleconferences, and other potential costs.

## **SELECTION OF CHAIR-ELECT**

- The Past Chair, Current Chair and Chair Elect will serve as the selection committee.
- Nominees must come from those in the first year of their four-year term in order to complete the officer rotation (Chair Elect/Secretary in second year, Chair in third year, and Past Chair in fourth year).
- The selection process should attempt to rotate the new officer among the regions and associations as well as consider a gender and race balance.
- The new officer should not come from the sub-committee representatives (currently SED and NELD), CSREES representatives or ECOP Administrative Advisors.
- The selection committee will visit with potential candidates about their interest and provide them with this selection procedure and the job descriptions.
- The Current Chair will visit with any interested member's Director/Administrator for support of their candidacy.
- The selection committee will present the nominee(s) at the summer PODC meeting for consensus and/or suggestions.
- The Current Chair will notify NASULGC's ECOP representative and the ECOP Chair of PODC's Chair Elect selection and report this decision at the ECOP fall meeting.
- ECOP will approve PODC's suggestion or makes another selection.

## **ORIENTATION OF NEW MEMBERS**

The PODC Past Chair will provide new members with the Operational Guidelines; minutes of the last two meetings; previous relevant position papers; ad hoc and sub-committee lists; listing of the names, addresses, telephone and FAX numbers and email addresses of committee members. The Chair will provide brief vitae of new and continuing committee members to help all members become better acquainted.

The PODC Chair and Chair-Elect will schedule and conduct a briefing orientation session for new members prior to the first official meeting. The chair will involve new members in ongoing projects by determining interests and by contacting sub-committee chairs. New members may choose the sub-committees on which they will serve.

## **COMMITTEE OPERATIONS**

- The Chair and sub-committee chairs will review the project charge, progress and or barriers at each PODC meeting.
- Sub-committee chairs will share materials with all committee members in a timely fashion using appropriate communications methods and technologies.
- The Chair and Chair-Elect will arrange and facilitate a year in review assessment and futuring/priority setting session at the fall meeting including incoming, outgoing and continuing members.

- The Chair and/or Chair-Elect will begin setting the agenda at the conclusion of one meeting for the next.
- The Chair or designee will communicate with committee members, using appropriate methods, to provide/share updates on committee business and to gain input for planning, other actions and needs. Any teleconferences will be scheduled as needed.
- The PODC Executive Committee (Chair, Chair-Elect and Past Chair) will annually review the Operational Guidelines document for corrections, additions, deletions, and other modifications.

## **PROJECT IMPLEMENTATION, MANAGEMENT AND STAFFING**

### **IMPLEMENTATION OF NEW PROJECTS**

During the course of PODC operations, planning and futuring, potential new projects will be identified. Projects may be initiated by PODC or requested by ECOP.

If approved, implementation of a new project may occur in various ways, including:

- A state or region may take the leadership for the implementation, management and cost of a new project. They would involve appropriate faculty and staff members to complete the project, working in conjunction with a PODC ad hoc committee that would serve as liaison.
- An interested graduate student might be well suited to develop and complete a project as a component of thesis or dissertation study. A PODC ad hoc committee or individual member would serve as liaison with the graduate student and the graduate student's major advisor.
- ECOP and USDA CSREES may provide staff and/or funds to implement the project through a cooperative funding agreement.
- ECOP, USDA CSREES, states, regions or combinations of these may cost share the project. Alternative sources of revenue may also be identified.

### **MANAGEMENT, STAFFING AND REPORTING**

The Chair of PODC will monitor and report progress to ECOP at each of the ECOP meetings. The report will include progress on PODC projects, workshops and events in which the committee is involved.

- A sub-committee chairperson will guide the approved project to completion. At least one member of the sub-committee is to be a PODC member. Other members of the sub-committee will be recruited for their expertise and interest in the specific project.

- The PODC liaison and/or sub-committee Chair will routinely report progress to the PODC, restating the sub-committee charge, seeking committee input, approval and recommendations for the next steps.

## **CLOSURE OF PROJECTS**

The full PODC will review and approve projects before presentation to ECOP. The PODC Chair, with support of ECOP Advisor(s), will present completed projects to ECOP. The presentation could also include sub-committee chairs when appropriate.

When sub-committees include members external to PODC, the PODC Chair, at the conclusion of the project, will write a letter of thanks to sub-committee members, with copies to appropriate administrators, for their volunteer service to projects.

September 1989

Revised May 1990

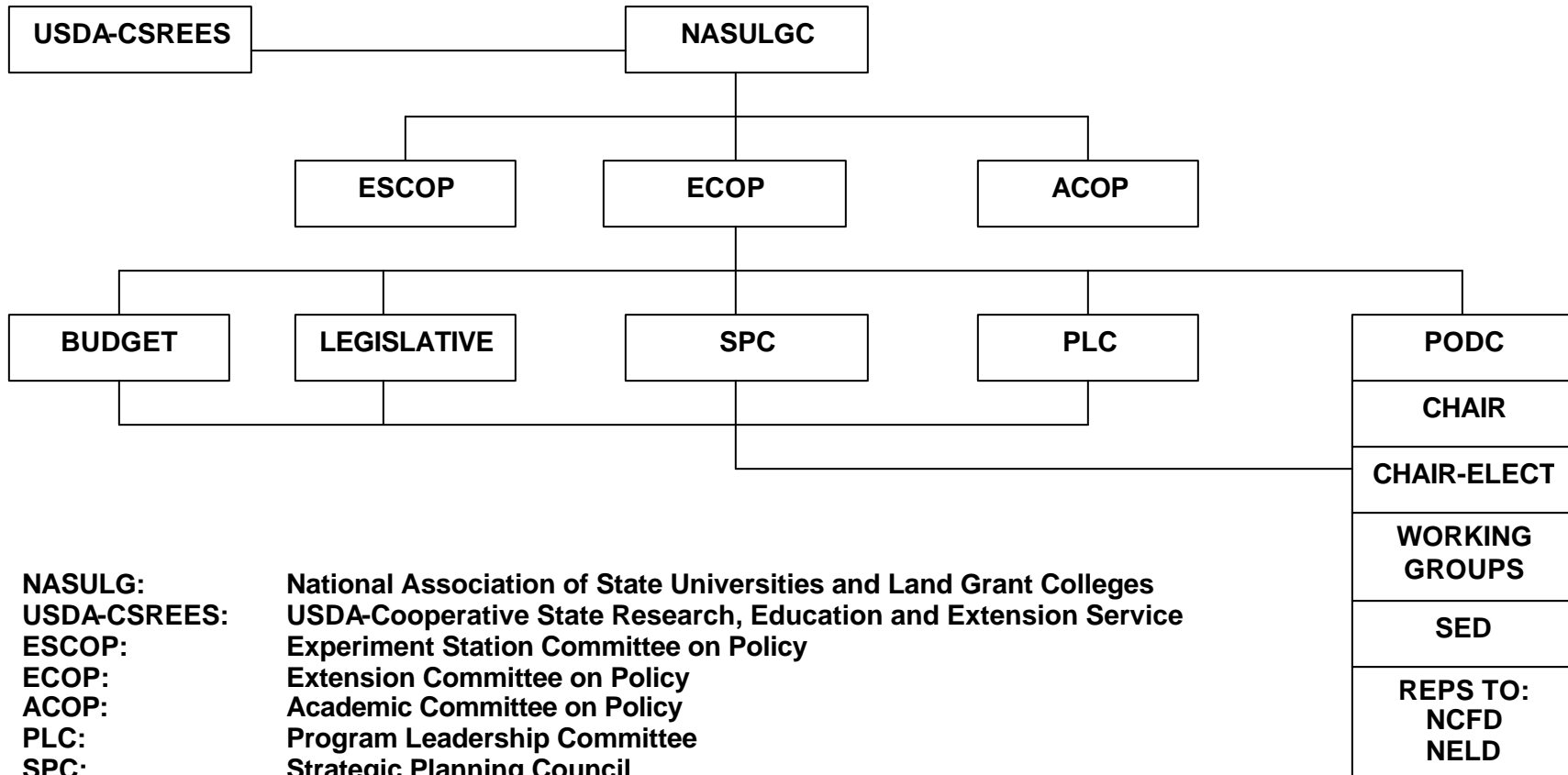
Revised October 1991

Revised September 1992

Revised September 1993

Revised May 2001

# PODC ORGANIZATIONAL CHART



- NASULG:** National Association of State Universities and Land Grant Colleges
- USDA-CSREES:** USDA-Cooperative State Research, Education and Extension Service
- ESCOP:** Experiment Station Committee on Policy
- ECOP:** Extension Committee on Policy
- ACOP:** Academic Committee on Policy
- PLC:** Program Leadership Committee
- SPC:** Strategic Planning Council
- PODC:** Personnel and Organizational Development Committee
- SED:** Subcommittee on Extension Diversity
- NCFD:** National Center for Diversity
- NELD:** National Extension Leadership Development