

Kansas State Extension Advisory Council August 30, 2007

The Kansas State Extension Advisory Council Fall meeting was held in Garden City, Kansas, on August 30 & 31, 2007, at the Southwest Research-Extension Center. The Southwest Research-Extension Center was celebrating One Hundred Years of Progress, 1907-2007. The Field Day schedule included historical presentations, agricultural product displays, tours, and seminars.

Fred Cholick, Dean and Director, welcomed the board and stated what a privilege for the board. Paul Hartman, Southwest Area Extension Director, welcomed the board to the Southwest Area. Members introduced themselves and stated where they were from.

Debra Bolton, Southwest Area Extension Family and Consumer Sciences Specialist introduced Martha Perkins from Fort Hays State University as the speaker for the afternoon. Martha spoke on Rural Hispanic Poor, "History and Culture." Daryl Buchholz, Associate Director for Extension and Applied Research, stated that there is a need to reach the under-served in the state.

Thursday evening, the board meet at Southwind Country Club for dinner. The guest speaker was Janie Perkins, Kansas Board of Regents member. Janie spoke about her experience and struggles as a Hispanic coming to the United States as a child.

August 31, 2007

The Kansas State Extension Advisory Council met on Friday, August 31, 2007, at the Southwest Research-Extension Center, Garden City, Kansas.

Call to order

The Kansas State Extension Advisory Council meeting was called to order at 8:15 a.m. by Chair John Ericson. John welcomed the Board.

Approval of Spring 2007 Minutes: Review of Financial Status

Bob Gottlob moved to accept the minutes of the spring meeting, Jason King seconded, motion passed.

Daryl Buchholz, Associate Director for Extension and Applied Research reviewed the financial report and stated that four counties have not paid their assessments. Those counties will receive a letter requesting their assessment.

Members Present:

John Ericson, Jo Ann Murray, Kevin Journagan, Brad Fuller, Judy Parsons, Jason King, Andy Sramek, Donita Sparks, John Kramer, Penny Donaldson, Rod George, Larry Turner, Stan Larson, Jerry Dreher, Bob Gottlob, Ramie Wasinger.

KSU Administrators:

Fred Cholick, Daryl Buchholz, J. Pat Murphy, Patricia McNally, Paula Peters, Jim Lindquist, Paul Hartman, Chris Onstad, Dale Fjell, J. D. McNutt, Steven Graham.

Updates from K-State Research and Extension

Fred Cholick, Dean of the College of Agriculture and Director of K-State Research and Extension, stated that K-State is one of six locations being considered by the Department of Homeland Security for a National Bio-hazards and Agro-security facility (NBAF). K-State is an excellent site. Fred expects the NBAF will be in the news within the next several months and board members may get questions.

Multi-cultural programming - Fred, Daryl and Paula will be part of the Change Agents initiative nationally to work on how to best improve our multi-cultural and diversity competencies across K-State Research and Extension.

The State Budget is in good shape. Area Directors reported on their budgets.

Paul Hartman: Some salary and benefit increase, some lower and some increases, this is a better year.

Jim Lindquist: Pleased with minimum increase, better than average .

Dale Fjell: Some counties said they will pay what K-State is doing, they look to see what K-State is doing.

Chris Onstad: Some counties are financially strapped, slight increase, fairly positive.

JD McNutt: Most are fairly positive.

Professional Development

(System overview, Program Focus Teams, District/County director Training & Office Professional Training)

Pat Murphy shared the K-State Research and Extension Areas of Program Focus: Adult Development and Aging, Community and Economic Development, Crop Production, Family Development, Family Resource Management, Farm Management, Horticulture, Leadership Development, Livestock Production, Natural Resources, Nutrition, Food Safety and Health, Volunteer Development, and Youth Development.

Extension specialists and agents have formed Program Focus teams. Teams lead program development initiatives and determine appropriate professional development opportunities to assist agents in developing expertise in areas of program focus. Agents identify an area of program focus from the County/District Extension Program Organization & Planning chart, develop expertise in this area, and participate on the Program Focus Team.

Jim Lindquist stated that all agents have chosen areas and are to respond with a Professional Development Plan for the year. K-State Research and Extension is offering Extension Agent's an annual \$500.00 Scholarship for professional development and training. The scholarship funding will be available for 3 years. Agents will need to submit a plan and apply for scholarship.

Dale Fjell shared information on Program Assistants & Office Professionals training. K-State is considering having a 2-day training program, maybe have an annual conference, the program will be funded partially by K-State, counties will need to help with the cost.

J. D. McNutt shared the new "Annual Extension Agent Performance Review" form that will be used this year, and a summary of review survey comments.

SEAC Breakout Discussions/Feedback on Professional Development

1. Kind of things our County/District Directors need to know to be more effective.
2. What an Office Professional needs to know to be more effective.
3. What do we, as a board, need to do to help make the professional development initiative even more effective locally.

Feedback

#1

Do they know what their duties and responsibilities are, and are they told on an annual basis?

Geographically, larger counties or districts need to review responsibilities annually.

Understand how the budget works, the entire process, visit with commissioners often.

Training on how to be a leader in the office.

Establish relationships with leaders and key people in the county.

Personal relationships skills with the public.

Understanding PDC.

Take charge, don't let office professional take over.

Rotation of administration duties, if someone leaves don't be clueless,

Diversity training (age & ethnicity).

Conflict resolution.

#2

Utilize e-mail, time management training, setting priorities, change with times, be flexible, understanding the entire program.

Diversity, technical knowledge and training, only give K-State researched information to questions, good communication skills.

Confidentially, if agent is out, know where agent is, know agents focus area, basic understanding of extension setup.

#3

Utilize Area Specialists and resources maybe retired agents, opportunity for training, share and network with everyone.

Be supportive and encourage agents, need to relay some form of accountability. PDC'S need to know how important they can be and give a report to the Board.

Agent Selection, Orientation, Mentoring, and Performance SEAC Breakout Discussions/ Feedback

Goal: Shorten or tighten up the agent selection process and make sure the best candidates are available for interview.

Fred Cholick stated that the present length for employment time line is approximately 17 weeks. Many times you may lose prime applicants during the process.

How can we shorten the time required for the hiring process and still bring local unit's the best candidates for interview?

Shorten the selection, bring the best 3 to 5.

What information does the board member need to know about agent candidates?

Do they qualify, their background, life experiences, what is on application.

What do board members need to do to be more effective interviewers?

Understand entire program and be consistent with each applicant, have a list of questions, use board training module, know job requirements.

What went well and what didn't go well in your most recent interview process?

Give the applicant the floor, board needs to agree, one applicant wanted the experience of an interview.

Goal: Strengthen the new agent professional development process

What does a new agent need to know to thrive during their first year and become a productive Extension Agent?

Build relationships, get to know your clientele, where to go to find answers, mentor program, board can open doors in the community, self confidence,

Goal: Improve the Agent Performance Appraisal process to provide feedback to the agent that recognizes achievement and supports performance improvement.

How do we best structure the agent performance appraisal process to assist agents in increasing job satisfaction, recognizing areas in which performance exceeds expectation as well as improvements that are needed, and plan for personal development and professional growth?

To become better agents, board need to keep track of activities, don't wait until the end of the year to solve a problem, board training to fill out agent performance, simplify questions, new performance review will help.

Election of Officers

Chair-Elect Phil Sandelin, has moved to Texas , Chair-Elect will need to be filled. The nominating Chair, Stan Larson presented the following slate for office:

Chair:

Bob Gottlob

Chair-Elect:

Kevin Journagan

Secretary:

Judy Parsons, Penny Donaldson

Treasurer:

Jason King

No nominations from the floor. Ballots were cast for secretary with Judy Parsons being elected. For all other positions, Judy Parsons moved, motion was seconded to accept slate and cast unanimous vote.

Officers Elected:

Chair: Bob Gottlob

Chair-Elect: Kevin Journagan

Secretary: Judy Parsons

Treasurer: Jason King

PILD Conference Overview

Rod George, Kevin Journagan, and Donita Sparks shared about the Public Issues Leadership Development Conference held in Washington, D C. All felt it was very informative and enjoyed visiting with our Senators, Representatives, and staff.

Members interested in going to the April 28-30, 2008 Conference should contact the Extension Administration Office. Five members may attend. Jason King, Andy Sramek, and Judy Parsons conveyed interest in attending while at the SEAC meeting. A message will go out through the Extension Administration to the SEAC to determine further interest. Final selection of delegates must be completed by about December 1, 2007.

Other Business

La Rochelle Young, Legislative Assistant to United States Senator Sam Brownback addressed the board stating that Senator Brownback supports the important work of the Kansas State University Extension Programs and the excellent research and work created at Kansas State University. Senator Brownback encourages the Extension Council to seek out ways in which to help in the rebuilding efforts of Greensburg, Kansas after the devastating disaster.

The Senator stands ready to assist the Extension Programs in their effort to educate the state regarding K-State Research and Extension.

Adjournment

Judy Parsons moved, Jason King seconded to adjourn meeting, motion passed. Meeting adjourned at 2:00 p.m.

Respectfully submitted
Jo Ann Murray, Secretary