

Extension Dean and Director's Cabinet meeting notes
December 11, 2006

In attendance: Scott Reed, Mike Bondi, Jim Johnson, Mary Mann, Jim Males, Bill Braunworth, Jay Rasmussen, Roger Rennekamp, Lillian Larwood, Tim Deboodt, Deb Maddy, Teresa Hogue, Janet Drollinger. Guests: Mary Arnold, Beth Emshoff, Lyla Houglum, Unoda Moyo and Ken Kingsley

2006 Report of Accomplishment and SOARS update: Mary Arnold reported that the feedback she received on the Plans of Work submissions was that it was manageable and easy to do. She is in the process of working with the programmers on the Reporting side and plans on having it tested and ready to use April 1. The plans of work (both individual and program) will be uploaded into the new system. When SOARS is ready, some reports will need to be filled in on an ongoing basis. Example: publications, awards, external funding, volunteer, contacts, impact statements as impacts become available. Faculty will be encouraged to report it as it becomes known not just once a year.

ACTION: Mary will provide a list of who submitted plans to program leaders and they will distribute them to appropriate department heads.

2006 Report Of Accomplishments – Faculty will be asked to continue for one more year to use the reporting processes that were used prior to OAT. This includes completing the old client contact forms.

ACTION: Mary and Debbie will send out a message to the faculty about using the same reporting process as was used in 2004 and program leaders will provide specifics. Program leaders will send out more information to the faculty.

DECISION: The expectation of new hires is that they will wait until the new system is up and running before submitting a plan of work.

Federal Report Of Accomplishment – Mary will use the same procedure as last year.

Metro update; Lyla gave the cabinet an update on the metro initiative. They shared the Metro Vision. Reviewed the elements of an Extension Metro Model, the three phases, Building the Foundation, Framing the Program and Establishing Sustainable Resources.

ACTION: Cabinet is to send Lyla any thoughts about the model, strengths or weaknesses.

Beth gave an update on projects that are in development. They are moving into the 2nd phase which is around relationship building and partnerships. Significant projects she is working on include: Urban Rural Interdependence Symposium, CLFFS and the Farm Bill Forum. (see handout)

Salary increase debrief – Mary and Unoda debriefed on the process and procedure for generating the letters.

Feedback received:

- coding is inconsistent
- List generated didn't make sense with the pool
- Helpful to be able to look at different pools so you can look more broadly
- The factor was fine.
- Staff Chairs didn't know what their role was in the process. Some were never contacted.

ACTION: Program leaders should send comments to Mary.

JANUARY 8TH End of Cabinet meeting – Signing party for letters.

Governor's Budget Status – The governor's budget includes an increase of 1.83mil for Extension.

Legislative Strategy Meeting – Ken Kingsley shared the agenda and the talking points card for the December 12 meeting.

He requested one major success story for each program area to be used in the briefing book. They can wait until we know the leadership of the committees, so they can select the appropriate success story.

Some suggestions on process of what we might do for a different funded POPs package included:

1. ask advisory network advice
2. some portion should go back to each program area

Staff Chair & Department Head Membership on Cabinet

Mike Bondi and Tony Wilcox's term expired with the December meeting. The Executive Team recommends appointing Linda McMahan to replace Bondi and asking Tony Wilcox to continue on for a second term. Both terms will expire December 2008

DECISION: The cabinet concurred on the recommendation. Linda and Tony have accepted and will begin their term with the January meeting.

Joint WSU/OSU meeting

John Winder has asked if OSU Extension Cabinet would like to meet with their leadership on January 24 or 25 to discuss joint programming. The meeting will be in Portland. Scott asked who could attend on either day.

January 24 - Jay, Debbie, Bill?

January 25 –Jim, Jay, Bill, Jim Debbie

ACTION: Janet will contact Lyla and Beth and Teresa to see what date is best for them.

Note: January 25th was determined for best attendance.