

Extension Dean & Director Cabinet Meeting Notes
March 13, 2006

In attendance: Scott Reed, John Winder, Marc Braverman, Jim Males, Andy Duncan, Jim Reeb, Lillian Larwood, Tony Wilcox, Mary Mann, Sally Bowman, Deborah Maddy, Bill Braunworth, Teresa Hogue and Tim Deboodt via polycom and Jay Rasmussen via conference call.

Updates:

FCD – Recruitments for the obesity position, Nutrition education program coordinator position are in process. Marc and some EFNEP faculty attended a EFNEP meeting in Washington, DC. The OSU Gerontology Conference is April 6-7th. A Sustainable Rural Community Initiative information meeting is scheduled for April 25th.

Animal Science: Completed the interviews for Extension veterinarian. Will be working with department head to make an offer.

EESC – Hired a web developer. Has extended the recruitment for the marketing position for three weeks. Is working with the Executive Team to move forward on the strategic plan.

Forestry – The recruitment for the Program Leader is in process. One candidate has been interviewed and three others will be interviewed over the next couple weeks. The EESC Department Head recruitment closes the 16th.

4H – The Clatsop new hire started today. They are interviewing in Coos County. Searches are in process in Klamath, Washington (internal) and State Volunteer Management position. Positions are being backfilled at Warm Springs and Lincoln counties. There are several statewide events going on in the next few months include training for the 4H International Program coordinators, PNW 4-H staff development.

Nutrition & Exercise Sciences – In addition to interviewing for the EFNEP coordinator, they are also recruiting for a couple other college positions that will work with Extension faculty. They are also interviewing for a dietetics program director.

Sea Grant – The Seafood Production Development Specialist began today. They are in the process of completing the NAPO packet on the Tillamook Water Resource & Community Development position.

ESOC – The Human Resources Generalist position closes on Friday. Business unit is working on the next biennium budget.

Admin Debbie – The training development model is being developed. This biennium will focus on 3 areas: 1. orientation of all new employees at time of hire and over the course of the next 24 months of their employment. 2. Evaluation 3. Spanish language and cultural training.

Debbie shared information about a company called Language Line – They will provide instant interpretation. If you need assistance in interpretation, you call a number and they put someone on the line that can provide that service. Because they have a contract with the state, there is no initial fee. Cost is \$1.95/minute when used. Debbie is working on getting us signed up. More information will be sent out as it is developed.

Ag – CAS has stakeholders meeting next week. Small farms program is holding their first training. Garry Stephenson is providing leadership for the program.

Admin - Scott: The University P&T committee will be meeting in mid April so Scott has 111 dossiers to read. The Provost is looking at an assessment of auxiliaries. This assessment will cover E&G money that is being spent on our behalf for which they aren't compensated. Example: President's office, Academic Affairs, etc. Rate of change in the assessment can be substantial.

ACTION: Scott will inform cabinet when a decision is made since it will affect both program and administrative budgets.

Salary Regression – John shared the first draft of the salary regression analysis. He recommends that it be done each year.

ACTION: Cabinet is to get corrections/input to John by Wednesday morning. John will rerun it with the modified data. Analysis will be used as a tool for the next salary adjustment then it will be evaluated to see if it was useful.

DECISION: The cabinet agreed to review the off campus salary calculation worksheet and make revisions as needed. Mary Mann and Debbie Maddy will look at it and bring back a proposal.

National Interest – Scott shared a variety of Extension information items that he picked up at national meetings.

eCampus MOU – John presented the structure of the funding flow between eCampus and Extension in relationship to online course fees. The recommendation from eCampus is to have a master agreement between eCampus and Extension, then each program would create an addendum, specific to their needs. There was a recommendation to look at other models already in place to see how they are organized.

ACTION: Mary, Andy, Bill and Tim will work on it and bring back to the May 8th Cabinet meeting a revision. They will proceed with the master gardener MOU so that it isn't held up. Scott will discuss with this with the Deans Council.

EDEN publication – Bill shared a one page flyer on staff chair's guidelines during a disaster. There was concern about the amount of effort our organization is putting into it and a need for some development of active educational programming. FEMA has identified some potential disasters in specific areas which could provide a starting point. Teresa also said that they might have some funds they'd be willing to put on it.

Potential leadership in this effort could possibly come from a retiree. Some identified were: Clint Jacks, John Burt, Donna Gregerson

Faculty who have experienced working with a disaster would be a good resource: Joy Jones, Steve Fitzgerald, Cory Parsons.

RECOMMENDATION: Get a graduate student or PROMISE intern to see what other states have done and identify the gaps.

ACTION: The one pager for staff chairs is useful and after minor editing should be distributed. Janet will send out an electronic version and ask for feedback to Bill Braunworth by March 27. It was recommended it be used for staff chair orientation and be developed into a staff chair fact sheet which Debbie and Troy Downing are developing.

DECISION: Teresa will call Dennis Secrist(sp), FEMA director to see if there is available funding. If funding is available Bill will ask the EDEN team to put a proposal together for a partnership.

Retreat: A draft agenda was shared. Roger is still identifying people to lead some of the discussion. A document on grassroots leadership was handed out and the cabinet was asked to read prior to the retreat.