

## TESA Spring Board Meeting, May 3, 2016, 1:25 PM

Attending: Coker, Ledbetter, D. McCorkle, Kiphen, Pierce, Mask, Warrick, Klose, Jones, Jeffries, and Hurley

Jones called the meeting to order and asked members of the group to introduce themselves and additions to the agenda.

Jones appointed Joe Mask as parliamentarian.

**Minutes** from winter board meeting were approved through email circulation

**Correspondence** – there was no correspondence for this portion of the year

**Financial Report** D. McCorkle distributed the treasurer's report. We have a balance of \$30,264.37 which comes from three certificates of deposit, one of which matured this year. TESA's main checking has \$12,039.76 and Savings is \$4,721.05. Review of the income and expenses was presented by D. McCorkle  
Income: \$170 Ag Conf. Social Registration and \$640 from Membership Dues. Expenses to date have been \$920.10 for Ag Conf. Social and Board meeting expenses.

**4-H Foundation** J Mask, TESA representative to the Foundation reported that the Foundation is moving in a new direction starting with some new hires. Anyone who wants funding from the 4-H foundation will have to apply, and then the application will be sent to Dr. Chris Boleman for final approval. Mask reported that Sarah Hamm, 4-H Foundation Director would like some support from TESA. Mask will talk to her about meeting with the Board at our Winter meeting.

### Standing Committee Reports

- a. Nominating – Mitchell-Linger could not be present but she reported to Jones the list of prospective officers for next year.
  - i. President – Steven Klose
  - ii. President Elect – Monty Dozier
  - iii. Secretary – Janet Hurley
  - iv. Treasurer – Dean McCorkle
  - v. Historian – Dawn Burton

❖ Note Emmy Kiphen is stepping down from historian as she is pregnant due in the fall.
- b. **Financial** – see above
- c. **Audit** – Klose brought up the topic of moving the audit cycle to match the board officer cycle rather than the current method we have been following. Group had a brief discussion and tabled discussion until the New Business Section.
- d. **Membership** – D. McCorkle reported that there are 33 paid members so far, plus 26 new members. New membership is up. S. Klose reported that it has helped that TESA sponsored lunch for new employees at the Specialist Academy
  - i. Onboarding has been supported by Michelle Payne
  - ii. Jeffries brought up PVCEP – how TESA can support – Jones responded that TESA will attend an event if one is determined appropriate for TESA to be present.
  - iii. Jones asked the question is there an option for online payment for membership dues – McCorkle and Klose said they would explore the possibility of adding this option for the future.

- e. **Awards** – Ledbetter reported that her committee created and updated the application forms for all award categories. Unfortunately we did not get a lot of nominations turned in, only three categories had any worthy of reviewing. There was a group discussion about moving the application announcements and due date, trying to keep dates in mind for stock shows and growing seasons.
  - i. The Awards committee recommended the following individuals for awards:
    - i. Linda Francis (Staff support for Soils & Crops)
    - ii. Flora Williams (FCS)
    - iii. Cynthia Pierfax (4-H)
  - ii. Awards will be presented by TESA members during the summer of 2016
    - i. Ledbetter will work with D. McCorkle to order plaques
- f. **Scholarship** – Coker reported that an announcement went out to TESA members. The application has been updated and placed on the TESA website. Turn in by June 17th
- g. **Professional Development** – Jones reported that A. McCorkle sent out notices with two extensions and only 2 members applied and they were new members. Discussion on this topic moved to new business.
- h. **Retiree** – Warwick reported that the retiree list is up to date with 123 lifetime members. For the 2015/2016 year we have had four deaths. In memory of those members TESA will purchase name plates (cost is appx \$5.00) for the plaque that hangs at the Brownwood Center.
  - i. Herbert H. Brevard, area information specialist District 3 – Died Oct. 3, 2015
  - ii. Charles Julian, Farm Demonstration Assistant District 4 – Died Nov. 23, 2015
  - iii. Roland Roberts, Professor and Extension Horticulture District 2 Died Jan. 19, 2016
  - iv. Robert Kensing, Area Economist, District 7 Died March 26, 2016 (was one of the founding members of TESA)
- i. **Industry Liaison** – Klose reported Jackie Smith will send out letters this spring to past donors/sponsors. Mac Young, Monty Dozier and Joe Mask will be assisting in finding sponsors – Klose will work with Smith to get volunteer letters to use to help solicit donations.
- j. **Website/Historian** – Kiphen reported that the migration of archived material to Cushing Library are now pest free and part of the library collection. Emmy also reminded the group that she can upload any new items to the TESA website, just send her information or photos.
- k. **Promotion Task Force** – Jones reported that Program Specialist career ladder guidelines updated in 2015 will be effective for FY 17. For the Professorial ranking the Agency is not sure how they will proceed with these changes, but we (TESA) are ready to support administration if they ask for our help.
  - i. There was a side discussion about the differences between PVCEP and AgriLife
- l. **2016 Annual Meeting** – Klose reported that the Agenda for the summer meeting has been set. July 11 – 13, 2016 <http://tesa.tamu.edu/files/2016/05/TESA20167-3-1.pdf> Klose has been working on local entertainment, La Torretta is on Lake Conroe and has on-site entertainment: pool, private beach area on the lake, water park, game rooms, golf, adult evening entertainment and kid friendly events. Klose is trying to work with the local county agent Mike Heimer about having some type of educational family event relating to the Master Gardner programs.
  - i. Group has two dinner events at the Resort – since its self-contained Klose proposed us having an open bar during the meals. Board authorized Klose to look into this option for the meals.
  - ii. Jones reminded Klose to send a note to Dr. Steele so that he can place an announcement about the meeting in his Director’s email.
  - iii. Jones and Klose discussed with the group having a booth from Epsilon Sigma Phi to help with cross pollinating our groups.

## New Business

- a. **2017 Annual Meeting** - Klose reported on the 2017 meeting. Contract with Drury Plaza Hotel Riverwalk for a meeting on July 24-26, 2017. Stephen and Mac Young walked the San Antonio area and decided to use a different hotel than the Menger, which was the location of our last San Antonio conference. Estimated rate is \$120 per night, which is comparable to the current state rate. We will not know 2017 rates until fall 2016. The only thing Klose was unable to secure was the parking which is \$21 per car. For more information about the hotel location you can check out this website <https://www.druryhotels.com/locations/san-antonio-tx/Drury-Plaza-Hotel-San-Antonio-Riverwalk>
  - a. Klose will work AgriLife Administration to secure the contract with the Drury for 2017
- b. **Recognition/Remembrance** – Warwick reported under old business
- c. **Mentoring program** – Jones reported that James Jackson was initially interested on heading up this committee but has since changed his mind. Jones stated that after her term as Current President she will revisit this committee and possibly look into becoming more involved in this area with other past presidents.
- d. **Old Business Revisited**
  - a. Changing the audit cycle – Motion made by Klose and seconded by Mask, all were in favor to change the audit cycle to occur as the same timing of our officer cycle changes instead of on an annual basis.
  - b. Explore online dues payment – Jones and group gave D. McCorkle the authorization to explore the ability for TESA to set up a way to receive online payments.
  - c. Changing the Call for Award Applications – decided to talk about available awards during faculty conference, then call for nominations in February, then receive professional development applications March and April, and Scholarship forms in late April and May – all nominations/applications from open to close will be 6 weeks so a firm deadline.
    - i. Ideas for nominations to be sent out on more e-blast type messages to specialists, we need to do a better job of getting information during the entire year so that people will be thinking of these awards rather than one time a year.
      1. Newsletter stories
      2. Send to Dept. and Units in Sept. to remind those working on other awards to submit for these awards
    - ii. Motion made by Ledbetter and seconded by Hurley to move the call for CEA Award for Distinguished Program Achievement, Outstanding Friend of Extension Specialists, John E. Hutchison Distinguished Extension Visionary Award, Award for Outstanding Administrative Support award applications to February and keep the nomination process for 6 weeks. All passed
  - d. Klose brought up administrative guidelines for TESA - we need to make sure they match what we have voted on for awards, officers, audit and any other administrative rules we have updated within the past year. McCorkle, Ledbetter and Klose will work on this document and bring to the summer meeting.
  - e. Jones brought up a concern from the past presidents and retirees that we have trouble reaching retirees. Need to work on a way to stay more connected.
  - f. Professional development grants discussion regarding an applicant that applied for the award but did not meet the full definition of member for two years. Did not have any qualifying applicants and after much discussion Board decided to stick to the exact wording and rules that if no one meets the qualifications then we will not make any awards.

- i. Hurley made a motion to not make an exception to the rules to allow someone who did not fully qualify for the professional development award apply and receive the award. This motion was seconded by Ledbetter and passed by all in attendance. Applicant will be encouraged to reapply next year.
  - ii. Klose made a motion to rework the wording for what is a qualifying member for professional development. Completed 2 full years of membership (January to December) which can include their free year, motion was seconded by McCorkle and all were in favor.
- e. **Board Meeting Expenses** – Klose made a motion for the Board to approve to pay expenses for the spring board meeting. Seconded by Mask – all were in favor.
- f. **Questions for Extension Administration**
  - a. See attached questions and answers for more information.
- g. **Additional items**
  - a. Jones discussed leadership conference in DC. Public Issues Leadership Development (PILD) held every April. <http://jcep.org/> <http://jcep.org/public-issues-leadership-development-conference>

Klose and Jones will meet with leadership after the dinner meeting; they will circulate the questions and answers to members at a future date.

A motion was made to adjourn the meeting at 4:45 PM by Mask and seconded by Jeffries – all in favor.

### **General Assembly meeting with AgriLife Leadership**

Introduction of each group by their leaders which was hosted by TCAAA.

Dr. Ballabina and Dr. Steele could not attend, however; Jeff Ripley was present to give us the updates.

Dr. B comments – RPLS aggregate data was recently compiled from county agent data to develop regional impact reports. These reports allow leadership to report to stakeholders and show how important our work is. Dr. B wanted everyone to know how much the work employees are doing is appreciated.

Next from Dr. Ballabina is looking at distance learning. Alan Kirk is leading a group to look at why we are successful. Task Force looking at agents, specialists, and the public for information to make these courses more relevant, if asked to participate please do so. To that end, Steve Green with FDRM will speak later about a survey that Extension is working on.

### **Fair Labor Standards Act (FLSA)**

- At its simplest, a raise in the minimum wage for salaried employees
- Non-Exempt Employees pay is not effected
- Teachers pay is not effected
- Changes are coming daily below is some of what has been discussed.
  - US Department of Labor is considering minimum pay levels for salaried employees of \$38k, \$42k and \$50,440/yr
  - Consequences are significant if \$50,440 is the minimum level set for salaried employees
  - We will know by the end of May
  - If the change is done by Executive Order of the President, it must be done 180 days before the end of the President’s term of office

- If raises are not given to meet the requirement, employees below the minimum would have to be paid hourly (time-sheets, overtime, etc.)
- Position Descriptions would have to be changed because regulations require certain specifications associated with hourly and others associated with salaried employees
- Salary minimums would probably not be changed annually
- When Pay Plan goes into effect, salaries will be reviewed every 2 years
- FLSA could go into effect as early as July
- Pay Plan will go into effect Dec. 1, 2017
- Pay Plan will be worked out and explained by the Phase II Budget Meeting

We will know more by the time summer meeting and keep TESA members apprised of any updates.

Texas A&M AgriLife Extension Service will advance 3 draft proposals for Exceptional Items for consideration by the next session of the Texas Legislature. They are:

1. Healthy Texas – This expands on the success of the Healthy South Texas initiative. It is expected to be a collaborative effort between Texas A&M AgriLife Extension and the Texas A&M Health Sciences Center. Chancellor and legislative support in the past.
2. STEM Education – This initiative will support Science, Technology, Engineering and Math educational opportunities for youth. It will feature 4-H, urban youth and youth, looking at ways to conduct afterschool programs.
3. Crops/Production Initiative – This initiative will support improvements in disease diagnosis, IPM, invasive pests and emerging agricultural issues. This is way for producers to help support the Agency.

#### Other Administrative Updates:

Currently there are 50 open county agent positions, but this is a normal in the course of a year. We are seeing people stay and not much turn over. We have had more people move internally than having to hire from outside.

Extension Training positions - last spring Jeff spoke about hiring new individuals for these Extension Assistant positions to allow individuals a chance to learn the agency and see if they truly fit into the system. The goal is to have these individuals move into permanent Agency positions. Hired about 7 people and have had a couple of true success stories. Wish we could do more in more counties as it gives individuals more exposure to what goes on in a county program.

New Career Ladder for county agents has been adopted. This change helps align the county agent positions with career measures plus with reporting data and overall agency mission. The agent achievement report will be used to help access the agents work for each year; this will be a 4 page document. They will also submit outcome/outreach summaries on their county program and that will be a 2 page document. Hopefully this will help transition from the old dossier process to align with what agents are really working on. In late summer there will be training for all peer review members on what the new promotion process will be so that everyone will be on the same page.

Jeff did respond to a question from the group pertaining to outcome summary reports. Jeff stated that a person can have more than one version of an outcome report, depending on the audience and what you need the report for. For example, the one submitted to TX is one version that we need for LBB, but you may need another version for local stakeholders and another for commissioner's court.

Dr. Stephen Green was introduced, who is the new Assistant Agency Director for Family Development and Resource Management unit. Steve is Carol Rice's predecessor. He is still in the same department, but his role has changed to be part of the Dr. Steele's Directors leadership team.

- Update on initiatives – serve on an advisory group relating to evaluations – looking at ways to study our data, aggregate and then report on this data. How do we conduct evaluations and increase the effectiveness of those evaluations. The Committee is looking at software tools for survey and survey analysis. Using Dinner Tonight's group – better tools to collect email lists, distribution lists, looking at Constant contact. Identifying programs that we can do follow up studies – between one shot programs versus to long term impacts (walk across Texas, increase miles walked, but we don't measure 6 months after the event). Be thinking about long term follow up evaluation.
- Training for agents on research methodology and others as this can help with evaluating county programs in the short term and long term.
- Online learning task force – two key meetings with Alan Kirk and a professional facilitator to look at what we already have, how we move forward and how to make it system unified. Need to find a way to simplify and make creating and using these new tools easier for everyone.

Chris Boleman – 4 H

Recognize Mark Carroll for hosting this meeting and his leadership as we prepare for summer camps.

Update civil rights review – report came back in end of April. Total 4-H is outreach good but club numbers need expanding.

Current total club member 50,000 enrollment and we hope to see this increase by end of 2016.

Reminder to county agents for accidental (general liabilities) policies, make sure participants are enrolled before they attend any 4-H event.

Chartering process – there are national 4-H guidelines and the IRS 501c.3 – Charters have to upload their budgets, and some of the clubs have been hesitant to share this information. Volunteers don't always realize their club is associated with AgriLife making them a non-profit group. Budget and by-laws for each of the 2,100 club charters in the state. Chris is looking at options to help county agents on ways to streamline county accounts so they don't have multiple accounts and make just one account, this can be handled case by case.

Volunteer training – 4H is going to have to look at who is trained and what is covered. Evaluate all people who come in contact with children and what is happening in our society and think about what training needs to be done. Our volunteers aren't just at camp, but our leader volunteers are with some of these kids' week in and week out so we have to make sure the kids are in a safe environment.

4-H scholarships 200 people were interviewed for these awards. Chris gets to interview each kid before they have their formal interview, Chris tries to loosen them up and he learned that Panic at the Disco is the group of choice.

Meeting adjourned