

TESA Board Meeting, May 5, 2015, 1:10 p.m.

Attending: Byrns, Coker, Dozier, Granovsky, Hurley, Jones, Ledbetter, Mask, Mitchell-Linger, White, Williams, Young

Mitchell-Linger called the meeting to order and appointed Byrns as parliamentarian.

Minutes – White reported that the minutes had been approved and posted on the TESA website.

Correspondence – None

Financial report – Report from Klose was distributed to the group (attached). Byrns said he will have travel receipts from attending the 4-H Foundation meeting. Mitchell-Linger moved that by general consensus the report be submitted for audit.

4-H Foundation – Byrns distributed the approved minutes from the September 2014 meeting. He said that the Foundation has \$750 grants for county agents and specialists who help the 4-H Program. Young asked for the dates for these grants. Byrns said they are ongoing and are awarded three times a year. Mask said when he was a county agent, he got one of these grants for veterinary science and another one for robotics. Granovsky asked who owns the 4-H Foundation building. Byrns and Dozier said that the Foundation owns it and 4-H is housed there. Byrns reported that there are plans for a campaign to expand the Foundation facilities to include the addition of five offices, a new conference room, and a large workroom. Byrns pointed out that his tenure as the TESA representative to the Foundation ends in September 2015. Mask agreed to serve as the new representative. Byrns also noted that he has several receipts from attending foundation meetings to turn in to the TESA treasurer for reimbursement.

Standing Committee Reports

Nominating – Young shared the proposed slate of officers for 2016:

Mitchell	Past President
Jones	President
Klose	President-Elect
Hurley	Secretary
McCorkle (Dean)	Treasurer
Williams	Historian

Young said the slate will be sent out 30 days before the annual meeting. As president, Jones will assign some committee members. Young made a motion to accept the work of the nominating committee. The motion passed.

Audit – No report.

Membership – (Included in the treasurer's report: 125 lifetime members, 36 paid members, and 2 first-year members). Young said that, as directors, we need to recruit

members and remind existing members to pay their dues. Jones suggested asking about putting an item about the association in the Director's newsletter. Jones said that one problem in retaining members is that some departments will not let people off to attend association meetings because they have to use soft money. Mitchell-Linger said that Jeffries and Bowen have talked to the IT group in an effort to bring back the old "green sheets" and personnel directory so we can have a way to distribute information to specialists as a group.

Awards – Mitchell-Linger reported that the committee is reviewing nominations. Ledbetter said the electronic submission process was complicated. Granovsky also had problems trying to submit a nomination; it said her nomination had already been submitted. Byrns agreed that the technology logistics are a problem. Ledbetter also suggested that the guidelines should be more specific about how much information is needed. Young said the new awards committee should look at the process and revise it if needed. Dozier said that the nomination process should take no longer than an hour. Williams reported that the nominations have closed and the number of nominations in each category are: Distinguished Program Achievement – 1, FCS – 2, 4-H – 2, Community Development – 0, Specialty Area – 0, Administrative Support – 2, Friend of Extension – 1. Williams reported the following nominations to the board:

- CEA for Distinguished Program Achievement: District 1 Ag and Natural Resources team – for their efforts regarding Farm Bill Education
- FCS: Meilana Charles, McClennon Co.
- 4-H: Arvitta Scott, Brazos Co. and Joan Gray, Gray Co.
- Outstanding Friend of Extension Specialists: David Gibson, Texas Corn Producers Board – for help in Farm Bill Education
- Outstanding Administrative Support: Rhonda Fisher, District 1

Williams made a motion that the board accept the Award Committee report. The motion passed. Byrns thanked the committee for their work.

Scholarship – Coker said that the announcement will be distributed next week and recipients will be notified in June. He said that Payne has been very helpful.

Retirees – No report. Mitchell-Linger distributed the current list. At this time, Carl Anderson will be the only memorial.

Industry Liaison – Jones reported that Smith is getting started on donor support for the annual meeting and it is going well. He and Dozier already have the golf tournament set up. Young said that he heard from Smith that, so far, reliable commitments in hand are about \$7,800. The goal is \$10,000. He asked the group to let Smith know of any prospects who would be good sponsors and he (Smith) can send you a letter to use in contacting them.

2015 Annual Meeting – Jones reported that Foster is working on the brochure and went over the current version of the agenda with the group. Jones noted that the deadline for

hotel reservations is June 20. In the course of the discussion, the following assignments were made:

- WebEx – Mitchell-Linger
- Speaker gifts for Sheppard and Johnson – White
- Past Presidents' breakfast – Jones/Granovsky
- Bags, registration, etc. – Foster
- Retiree invitation – Jones
- Check out TBarM – Young
- Check on Wednesday breakfast – Jones

2016 Annual Meeting – Jones said the meeting is set for July 11-13, 2016 at the La Torretta in Montgomery, TX.

Promotion Task Force – Granovsky distributed an updated version of the promotion guidelines document in which the task force and Hurley, Young, and Dozier made revisions to the appendix. Granovsky reviewed the changes that are being suggested. Young asked the group to forward additional comments to Granovsky in the next few days so she can forward this document to Miller and Deatherage.

Board meeting expenses – Young moved that board members staying in a hotel for this meeting pay the bill and send it to Klose for reimbursement. Byrns seconded. The motion passed.

Collaboration Task Force – No report

Website – Williams will make the bylaws and administrative guidelines easily accessible. She has updated the list of award recipients. She will also keep updates of annual meetings, scholarships, and correspondence, as they are available.

Historian – Williams reported that she visited with Cushing Library at the College Station campus about archiving the six boxes of TESA historical records. Dozier moved that we archive the association's historical records at Cushing Library. Mask seconded. The motion passed. Byrns suggested that Greg Bailey from Cushing Library be asked to speak at the 2016 TESA annual meeting.

Unfinished business:

Chapter Directors – No report. Jones asked if there might be interest among regional program leaders in having a TESA chapter. Granovsky said this might be a good way to strengthen the RPL/specialist relationship. Dozier asked if the District 9 chapter should be put into a campus-based chapter because there are so few specialists at District 9. Dozier said he would bring these ideas up at the Central Leadership Meeting and report back to the board.

Professional Development Special Committee – No report

Additional Items – None

Tax Exempt Status – No report. Dozier suggested that this be discussed at the board meeting in July to bring everyone up to date.

New Business:

Administrative Guidelines – Young reminded the board that revised administrative guidelines were approved by the board at the annual meeting in Port Aransas (2013) and encouraged board members to review them. They are posted on the TESA website.

Recognitions/remembrances – No report

Life Members – Granovsky suggested we add to the list the year they became life members. Blueford Hancock, Gene Smith, and Mark Muegge have passed away recently. Our memorial list may need to be updated depending on whether they were active and/or life members.

Questions for Extension administrators – The board discussed questions to submit for the administrators at the PEAC meeting later that evening. Topics included easier access to specialist contacts, funding to attend TESA meetings, toll tags on state vehicles, promoting our annual meeting in the Director’s newsletter, and changes to e-mail addresses.

Additional items – None

Meeting adjourned at 4:50 p.m.

General Assembly, May 6, 2015, 8:00 a.m.

Vince Mannino called the meeting to order. Diann Mitchell-Linger led the Pledge of Allegiance. Association presidents were introduced and each one introduced their board members. The Senior Leadership Team (Dr. Susan Ballabina, Associate Director for Program Development; Dr. Travis Miller, Interim Associate Director for State Operations; Dr. Jeff Ripley, Associate Director for County Operations; and Dr. Chris Boleman, State Program Director for 4-H Youth and Development) spoke to the group:

Susan Ballabina: Ballabina made comments on behalf of Dr. Steele who was in Austin at the legislative session.

State Legislative Update: We don't know anything firm yet. The good news is that all of you did your work prior to the legislative session. The DEAs, RPLs, agents, and specialists have done a great job of interpreting their programs and engaging our elected officials in those programs. The Conference Committee has been named and is meeting. Healthy South Texas is in the budget. There are still some unknowns. It is looking like it will be anywhere from a \$10 million to a \$15 million allocation. Not all of that money will go to Extension. It will be a shared initiative between Texas A&M AgriLife Extension and the Texas A&M Health Science Center. There is still a lot of work being done this week on that but the great news is it has caught people's attention and I think the AgriLife Extension component is what makes that interesting. There are 26 counties targeted in South Texas in District 11 and 12 primarily. We're very optimistic that that is going to move forward and have implications for the rest of the state. We have some special initiative money for both quail and viticulture, but we are uncertain about the amount at this time. We have a \$3 million initiative for expanding 4-H, but it has not officially passed out of committee. We hope that it will. Our drought exceptional item doesn't seem to be getting a lot of traction, but it may be too early to know. There is talk of a potential employee raise of 1 percent for year one and 2 percent the next year, but none of that has passed out of committee yet. All of that to say, we really don't know yet but we're optimistic.

Agency Update: Organizational realignment is in place. We have most of the Central Leadership Team positions filled. Now it is time to focus on a new strategic plan that is aligned with our structure, staffing, and current budget to take us into the future. Our future relies on how well we can strengthen funding at all levels—county, state, federal, alternative funding sources, strategic partnerships, and volunteer mobilization. We need to continue to make strategic investments in some areas such as marketing to tell our story as well as technology. We have appointed a technology committee for the agency that has already made some recommendations to senior administration. One of those is we're purchasing iPad video kits for each district center and all the urban counties for use in video production. We've set aside a training fund for the training team to go out to the regions do training on how to better utilize technology. And there will be more to come as that technology committee makes recommendations for how we can do more in terms of technology.

AgriLife and COALS: We're happy to have Dr. Hussey back with us in AgriLife. We will continue to engage in the AgriLife Grand Challenges: 1) Feeding our world, 2) Improving our health, 3) Enriching our youth, 4) Enhancing our economy, 5) Protecting our environment. These are an effective way for us to talk about what we do. We assigned each RPL team one of these challenges and asked them to go through a process of identifying current strengths our agency has in that challenge, but also what are the resources and programs we need as well as the opportunities. In COALS, we want to position Extension as a vital part of the institutes and centers in the College and work closely with the department heads and associate department heads to determine funding strategies for specialist positions within departments.

Emphasis on communication in regard to external constituents: We need to be more targeted in participation in groups that are outside of us such as commodity groups, industry groups, health care professional groups, and become more engaged there. Determine strategies and objectives for how we interpret what we do into the future and create clear, concise messaging to use on the impact of Extension and what the return on investment is for Extension.

Thank you for the outstanding work that you do every day and the difference you make in our agency and in the lives of the people of Texas.

Ballabina comments related to program development: I'm going to focus on one area. Monty will pass out a handout for you (attached).

I indicated in December that we're going to revamp our program planning process. We've been doing program planning the same way at least since 1994 when I entered the agency. So, the first thing we did was develop some guiding principles about the process. We want all of the processes and components of program planning to 1) contribute to quality programs and outcomes for the people of Texas, and 2) we want to better facilitate agent/specialist dialogue and shared vision for where we're going. We want to give agents and specialists a chance to sit down at a table and dialogue. Not a specialist giving a five-minute update here and there, but truly program development in a setting that fosters innovation. We want it to be an efficient and effective use of agent and specialist time. And, we want to create an environment that fosters innovation and advances the agency and its programs. So, those are the guiding principles of what the components of this process would be.

We're going to start the process in May because we've just gone through TCF [Texas Community Futures Forum]. Your districts will either be doing a TCFF webinar analysis workshop or [a district meeting] to look at the primary issues for each district and for the region as a whole. What I hope will happen is people will say, "These are the top five issues. Do we have the resources to address them? Do we have the right specialists, staffing, and programs available and ready to go?" So, be bold in saying what's needed to effectively address the issues that come forth from the TCFF process. We'll also bring in some other trend data to support what we see through the TCFF

process and have good discussions about what the opportunities are now that we've identified these issues.

In July, we're going to look at the TCCFF issues, get the ADHs and RPLs and DEAs in a room together in May and hopefully produce five to six webinars. You don't have to participate in all of them, only the ones relevant to you and your program area. These will not be webinars telling you something you already know. They will identify key programmatic areas that will move us into the future. So, it won't be on 4-H Food Challenge. We've got food challenges going good, we're moving forward. We'll have a webinar in an area in which we haven't done a lot but there's an opportunity. And with all the specialists we have in here, we really want to make it interdisciplinary. This is an opportunity to get specialists from different departments together working on maybe a Grand Challenge to get you to thinking about "What are the opportunities for this in my county? How can I think differently or even bigger about what we can do in these key areas?" Today we have no idea what those topics are going to be. If you have an idea for one, talk to us.

Also in July, all the units will put together one-pagers that list all their specialists in preparation for the fall planning season, opportunities for training, areas of expertise. Travis compiles those. They put together a great booklet last year, which was shipped out to everybody for your reference, which I think was very helpful.

In early August, the regions will have regional expectations and priorities to share. That is typically the PowerPoint that is done at the district meeting. We decided there's no need to call you to the district office to sit through a PowerPoint and that could probably be delivered in an hour online while you're sitting at your desk. And on that note, we're going to have consistency in expectations in the core expectations and how we define agency in-depth programs and outreach programs instead of just varying the ways in which the regionals have thought about that.

In September, we will have our district or regional planning retreats. That's the only face-to-face dimension. That will be a retreat setting that I was talking about earlier. Hopefully, there will be no PowerPoints. We want you sitting around a table, specialists and agents, talking about opportunities for programming, planning programming. Here's what I have experienced over and over: instead of agents leaving inspired, they're just overwhelmed. So let's eliminate that and let's plan a retreat where people get together and they leave with ideas and they're excited about the agency they work for and the difference they're going to make. Does that sound good?

Then you're going to submit your plan. When you submit your plan, by a certain date, you will receive an email back from your RPL with requested revisions. You will make those revisions by a certain date. Then we are done. If you choose not to make your revisions by a certain date, you will get an invitation to a district revision workshop where you can make the revisions.

Travis Miller: Good morning, everybody. This is my first shot at this. I came on June 1 of last year and at the winter board meeting I was in Amarillo involved in some commodity meetings up in Amarillo. It's great to be here. AgriLife Extension is an organization of volunteers and I consider every one of you volunteers. Nobody made you be a leader in your association. You stepped up to the plate and did that. By doing that,

you're enforcing the value of the volunteers in this agency. You're making things better for the agency. Susan, Jeff, Chris, and I can stand up here and talk all day but it's you who do the work. You influence others within your associations and make things happen. I'm tickled to be here and really glad you chose to be here today because the attitude of "I want to be a leader and I want to make change happen for AgriLife Extension."

I'm kind of a volunteer myself. [Last April the Director asked me to step in and do this job on an interim basis] and I'm tickled at this point in my career to be able to contribute to the agency at this level. This agency has meant a tremendous amount to me and I'm ready to give back. And what I want you to do is, if you have a question, comment, or suggestion that will make this a more efficient agency through our departments and institutes, let's hear about it. It's a big part of our job to hear from you and make those changes that are going to make a difference in the way you do your job and the way we impact our stakeholders.

Susan talked about the changes we're doing programmatically. We're working on the specialists' side as well to make that happen, to impress upon them the importance of a new way of doing business. We'll have the Central Leadership Team in Horseshoe Bay in May and we'll have the chance for associate heads, district administrators, regional program leaders, county directors to talk about how new programs will be put in place. And I think it's going to make a huge difference not only in how we do business, but even in how you feel we do business.

We talked about a few questions last night in the leadership meeting. Nothing I haven't heard before. We hear you. Some of the things that we have to do to make the changes would surprise you. We got the usual questions about the directory and the Texas Data System (We hear you on that; we're working on it.). And as far as specialists are concerned, I just spent two days of last week seeing who's reporting and who's not reporting and why people are not reporting. And I've talked to every one of the associate heads. I'm not happy with the way it's working. We will continue to try to impress upon the people who construct the system that we have to make it work for the people who use it to report to it.

But overall, things are running very smoothly. We're looking forward to the coming year and all the new changes that are going to make an impact on the agency and on your ability to get things done.

Jeff Ripley: Good morning. Just a few updates from me. Let me bring you up to date on a few things that we've done with performance appraisals and onboarding.

In December, I talked about an onboarding committee that had been working on some things. Well, we've started to implement some of their suggestions and we've got a pilot project in the North Region and the South Region with some variations in some other regions as well called the Peer Mentor Concept. I believe some of you in this room have been asked to serve as peer mentors in your region. Basically, that is a team of six agents who take that cohort of new agents that come into that region and provide mentor training as well as putting together a series of four trainings called Four P – Professionalism through People, Programs, and Partnerships. Each of those Ps defines what one of those sessions will be.

In the North and South regions, that team of six agents is planning, teaching, implementing, evaluating—they're doing those sessions (professionalism, people,

programs, partnerships). The other regions are doing it a little differently. The DEAs or RPLs are providing the leadership and bringing agents in to do most of the teaching. We've had a couple of sessions across the state but they're really getting started. Caitlin Jackson will be assessing this concept and we'll get some good data. We set out a curriculum, a set of topics to keep some consistency. We're excited about this concept.

The other thing that we're doing is First Step. We're changing it up and allowing more flexibility in scheduling and implementing it.

Another new program deals with onboarding. There are six new Extension Assistant positions on Great Jobs. They are in six counties with one in each region. They are in Districts 2, 4, 7, 8, 9, and 12. They are 12-month positions designed for individuals with a bachelor's degree who don't have a lot of professional experience. They will spend about 50 percent of their time on 4-H and about 50 percent of their time on either Ag. or FCS. They are expected to be on an adult committee, to give guidance to a 4-H program, and to give oversight to at least one program or commodity area in adult Ag. or adult FCS. They will be involved with LAB. This gives us an opportunity to have a dress rehearsal to give these young professionals some experience, let them see how the responsibilities of a county office position work. At about six months, they can begin to look for positions in other counties and start to apply. The 12-month position can be extended to 18-months if the person is a really good candidate and another position is not available to give them a little more time. If they are not a good candidate, the funding for the position ends at 12 months and they can apply for other positions as an external candidate. We will start with the six positions and hope that the program will expand perhaps to one position per district and who knows beyond that. The funds that created this are one-time federal funds.

Another thing I'd like to address is performance appraisal. We have taken input from a committee that was looking at this issue as well as input from a number of other sources and we've gotten a system ready to go. It's still in draft form, but when we're in Horseshoe Bay in a couple of weeks, we'll train the DEAs, and CEDs. The RPLs will be exposed to it and it will be out to y'all. It's still has the four domains where we place our emphasis, but it is more specific. Will be used in 2016 based on appraisal of 2015 performance.

Chris Boleman: I want to make an announcement. Mark Carroll has recently accepted the position as Coordinator of the 4-H Conference Center. We're proud of that and we're interviewing today a second position here and we're very excited about the future of the 4-H Conference Center. Mark has a presentation he wants to give.

Mark Carroll: I want to tell you about a neat donation we received last week. A second-grade class in Dripping Springs ISD heard about the dance we have at the Center and heard about the impact we have on all the military kids. They raised \$2,000 to send military kids to 4-H camp this summer. My summer staff team starts on May 28 and we're going to have two weeks of training. During the training, we're going to go to Dripping Springs and surprise the class and give them all a 4-H t-shirt and some fun games and a songbook.

Chris Boleman: Thank you, Mark, for doing that and for the leadership and programs that are happening up here. I want to provide a couple of updates on the 4-H side.

We are in the middle of a pretty extensive civil rights audit. It's not agency-wide; it's specific to the 4-H Program. It has two components—a personnel component that Jennifer Humphries, Bill McConnell, and Dr. Ripley are leading us through. The other is programmatic, which is the area that I am doing my best to lead us through. The eight counties are Bexar, Hidalgo, Cameron, Tarrant, Dallas, Waller, Harris, and Fort Bend. We've had to prep a ton of materials over the last couple of weeks. And if you see Toby Lepley, please thank him. They've asked for specific spreadsheets based on our ES237s that had to be broken down a ton of different ways and he put a lot of time and effort into that. They're in town May 18-22 and we're using it as a positive learning experience. USDA is concentrating on the ones where the population centers are in Texas. Florida, New York, and California have all gone through this and it's really about expansion and what we're doing in our commitment to reach urban kids.

Following that, I want to give a quick update on 4-H Roundup. It is the second week of June. There are two significant changes. The scholarship assembly is no longer going to be on Monday. That used to be a 4 ½- to 5-hour assembly. We moved that to where we're going to shorten immensely. Each night during the assemblies, during the first 20 to 40 minutes, we're awarding scholarships to the young people. Tuesday night is SALE/San Antonio's night, Wednesday is the 4-H Foundation and the Wallrath Foundation, and Thursday night is Houston. That does mean that, for the first time, the kids will know their scholarships before they come to College Station. But they will now be able to announce that at the point of their graduations and we can use that for news releases you can share with your local school districts.

Turning the page, as you know, last year we made a change to make sure we could charter clubs between May and July versus waiting until the first of the year. We will continue to do that, particularly if you have ongoing clubs. Some of you have asked why. Number 1, when a young person goes to enroll in 4-H, we want their club to be there. It adds steps to the process if a club hasn't been approved and chartered. Equally as important, over the last couple of years, we have purchased a liability policy, purchased on behalf of Texas 4-H, Inc. This policy covers the clubs, but they have to be a certified, chartered club for that policy to work.

The second announcement (that is not final yet) is I can hopefully announce later this summer that, for the first time, we will have one blanket accidental medical policy for Texas 4-H, which we will purchase using participation fees versus all of us in the room trying to purchase it for certain events. But it will only be for kids that are a member of a club that is chartered.

You have recently gone through training on camping procedures with minors. New legislation (like Senate Bill 1414) have made it necessary for state agencies to revamp how we do business, particularly in overnight camps and multi-day events. Our number 1 job in 4-H after everything is said and done is to ensure a safe environment for youth.

Some good things are 4-H club enrollment numbers are up for the third year in a row. As we compare it to this date last year, we're about 1,200 ahead.

Congratulations to Eddie Holland for going to the NCAA National Hall of Fame. I'm also proud to announce the 4-H National Hall of Fame will be inducting Chris

Holcombe from Milam County. Good year for Texas all the way around in getting some national recognition.

We just spent three days interviewing kids for scholarships. So many of them believe their success and where they are in the 4-H Program is because of the work that you provide and give to them locally and the opportunities that you have as county Extension agents to help them reach their dream. The 4-H Program is in good hands because of all the work you do.

Assembly adjourned at 9:10 a.m.

Board meeting reconvened May 6, 2015 at 9:25.

Attending: Coker, Dozier, Granovsky, Hurley, Jones, Ledbetter, Mitchell-Linger, White, Williams, Young

The board continued discussion on several topics from the previous day's agenda.

Awards: Mask said a set of guidelines needs to be sent out along with the award nomination forms. Young recommended that, after the July board meeting, Jones will appoint the awards committee. They will review the guidelines and in December will bring recommendations for changes to the board. The call for award nominations will go out earlier in the spring to give more time to complete nominations and also give the awards committee more time to review the nominations.

Scholarships: Mitchell-Linger asked if the association has more money for the scholarships this year. Young said that the process for this year is set but we could submit a request for an increase for next year at the July board meeting.

Professional Development Grant: Mitchell-Linger will contact Andy Crocker to find out the status of this.

Fund-raising: Young pointed out that we need to line up someone to take over fund-raising because Smith will be doing it for about another year. Jones asked if we should form a fund-raising committee. Young suggested that Smith be the chair of it to get it set up. He also pointed out that if we raise more money, besides using it for the annual meeting expenses, we can use it for scholarships and awards. Coker agreed to help with the fund-raising committee.

PEAC [Professional Extension Associations Council] meeting: Jones reported on several items that were discussed:

Unit one-pagers – Jones asked if these one-pagers will give us the specialist information we need for membership recruiting. (They list the specialists in each department and what they do.) Dozier said that last year they were put in a bound document and also posted on ExtANR.tamu.edu.

Annual meeting publicity: Jones talked to the administrators about putting an item about all the association annual meetings in the Director's newsletter.

Promotion guidelines: Jones asked Miller about distribution of the promotion guidelines to specialists. He said that would come through the department heads. Granovsky suggested that TESA could send a welcome document to new specialists telling about the association, their local chapter information, offering free first-year membership, and including a link to the guidelines. Young asked her to draft it and send it to Jones. Dozier said Philip Shackelford might be able to give us the names of new specialists attending Academy I in April and November. He also suggested preparing an insert for the Academy program. Dozier and Granovsky will serve on the membership committee and help with this.

Changes in email: Jones reported that the administrators were not aware of problems or changes in the email system.

Toll tags on state vehicles: Mitchell-Linger said the administrators confirmed that this is being done.

Training: Mitchell-Linger said there were many questions at the PEAC meeting about technology training.

Internal Review Board (IRB) and Animal Use Protocol (AUP): Hurley said there is a great need for training in this area. Mitchell-Linger said this would be a good question for the administrators when they visit us. Granovsky suggested having someone speak on this topic at the 2016 TESA annual meeting. [The contact person for IRB and AUP questions is Alyce Ghedi, AgriLife Extension Risk and Compliance Coordinator.]

Dozier will present award plaques at the ag. agent and 4-H annual meetings this summer.

Dozier suggested having a new specialist shadow a rural county agent and an urban agent. Mitchell-Linger said this would be another good question for the administrators.

TESA meeting with Dr. Ballabina, Dr. Ripley, Dr. Miller, and Dr. Boleman:

Mitchell-Linger welcomed the administrators.

Dozier: Is there a way for people who have to meet IRB requirements and go through the training to get it as a two-day training on campus and also at a district office?

Ripley: Don't know the answer. We can ask Scott Cummings. He is our IRB representative and can find out.

Miller: I'm confident we can make it happen. I don't know if we can do it all over the state.

Mask: Another one like IRB is the AUP.

Dozier: Can we have specialists shadow agents for two to four days at a rural center and an urban center and then go to a counterpart specialist and shadow them for a little bit?

Miller: There is essentially no onboarding for specialists now. We ask them to find mentors. I've recommended that we have not an Academy but a two-day onboarding.

Ballabina: We might talk about that in May.

Jones: Is there no specialists group in Outlook we can use to send out annual meeting information?

Miller: There are groups for each of the units.

Ballabina: There should be a way to do that. I think it may depend on who maintains it.

Miller: I had all the associate heads go in and correct the AgriLife People and it was a mess. In some units, all the addresses were the addresses of the headquarters in College Station. Each department has somebody who might spend 2 percent of their time, if that

much, updating the information. It's not a high priority for anybody, so we have a weak link on maintaining AgriLife People.

Dozier: Is there a way to have a student worker in ALEC update that?

Ripley: District office managers update the county agent information. They know when somebody is hired and where they are and keep it updated. I don't know how a student would know more than the departmental secretary.

Miller: It may differ between departments. Generally, there is one personnel/human resources person in a department. In a small department, they also have 10 other things they do. That HR person also does the hiring process, they update issues, make sure people are on the departmental website, etc. It's not a centralized thing. So, ALEC, as they onboard those names for the Texas Data System to update may be a way to do it.

Granovsky: One of the first things that happens when someone is newly hired, someone assigns them an email address.

Ripley: When an EPA is processed, that does that. That's what puts them in the Texas System. There's nobody over in ALEC that adds a new specialist into the Texas System. When they go into AgriLife People, they have access to the Texas System. Now, whether or not they ever log in, that's quite a different story.

Jones invited the administrators to the 2015 TESA annual meeting and gave them a tentative agenda.

Miller: I'll be there.

Granovsky: We have had a TESA Promotion Task Force for the Extension Program Specialist track to review the guidelines and make recommended changes. We have completed that task. Many of our changes on the first part of the document have been adopted. The appendix has also been completed. Janet Hurley and Mac Young did a yeoman's job in changing it to an outline form to make it easier to follow. We have asked that the Form 78 be include in the appendix along with the outline of how people are to constitute their CFAR and note that the six elements that are in that form are the way they can structure their CFAR.

Miller: That's somewhat different. It has been five in the document and six is what they're evaluated on.

Granovsky: But the performance categories in there will then be consistent. So, we pass these recommendations on to you. If you reach a level of finalization, it would be good for us to pass that along to our members at our July annual meeting.

Miller: And my thanks to you and the committee. You've done a lot of work in making that happen. I have sent a draft to all the associate heads. I think I got about three comments back. I need to incorporate those and look at your final draft and send it out one last time for a blessing and we'll adopt it. We also have a pressing need to look at the specialist position and that will take some effort as well.

Meeting adjourned at 11:20 a.m.