

Winter TESA Meeting, December 5, 2017, 1:20 PM

Brownwood 4-H Center

Attending: Monty Dozier, Dean McCorkle, Greg Kaase, Billy Warrick, DeDe Jones, Will Keeling, Sandra Pierce, James Jackson, Philip Shackelford, Joice Jefferies, Julie Gould, and Mary Mueth

TESA President Monty Dozier called the meeting to order at 1:20 p.m. and asked members of the group to introduce themselves. He also inquired if there were any additions or corrections to the agenda. Philip Shackelford was appointed as parliamentarian.

Minutes from Previous Meeting: Distributed through email and posted online after being approved by TESA members and administrators.

Correspondence: No new correspondence was reported, and the website appears to be up to date.

Financial Report: Kaase reported that we have a balance of \$36,035.35. Approximately \$11,000 comes from three certificates of deposit, one which matured this year. TESA has a checking account balance of \$11,736.72 and a savings account balance of \$4,724.61. Last year's expenses were reviewed, and discussion ensued on what costs might change for 2018.

4-H Foundation: Dozier reported on recent restructuring within the foundation.

Standing Committee Reports

- a. **Nominating:** Klose was not in attendance, but Jones mentioned if anyone is interested in serving in a leadership capacity for next year they should let Klose, Dozier, or McCorkle know.
- b. **Financial** – see above
- c. **Audit:** McCorkle reported that John Robinson and Rebekka Dudensing completed an audit of TESA's financial records for 2016 through July 2017. They found a few discrepancies, which have since been corrected.
- d. **Membership:** Kaase reported that our current membership is 43 paid, 8 new (1st yr. free), and 125 lifetime members.
- e. **Awards:** Jones stated that a call for nominations should go out in February.
- f. **Scholarship:** Dozier reported that two students received scholarships at the TESA meetings last summer. Nominations will go out for this award in late Spring.
- g. **Professional Development:** McCorkle said nominations will go out in the Spring. It was also mentioned that Hurley should provide a report at the summer meetings pertaining to how her professional development grant was utilized since she received it last year.
- h. **Retiree:** Warrick reported we have two new retirees, Lori Colvin and Carol Rice and no deaths since our May meeting. Jones also requested on behalf of the TESA Board that Billy Warrick remain the retiree liaison for as long as he is willing to serve.

2017 Annual Meeting: Monty reported that he felt the San Antonio meetings went very well. Those in attendance agreed that dinner at the Alamo was the most memorable part.

2018 Annual Meeting: McCorkle reported that the 2018 TESA conference will be held July 16—18 in Fredericksburg at the Inn on Baron's Creek. He provided a preliminary agenda, which included a presentation on Rebuild Texas and a tour of the Extension Viticulture and Fruit Lab. The group discussed possible meal locations and addition agenda items.

New Business

2019 Annual Meeting: McCorkle has been researching a potential cruise for the 2019 Annual Meeting. The best deal he found is on Royal Caribbean for a 4 night, 5 day excursion, tentatively set for July 22-26. The cost is comparable to a regular summer conference, but there will be additional charges for spouses and children. Based on preliminary estimates, the non-reimbursable amount for a TESA member would be \$277, a member plus 3 family members is \$440, and a member plus 4 family members is \$602. This cost includes all meals and a standard room. TESA will have to provide Royal Caribbean with a tentative headcount and a \$50 deposit per attendee 12 months before the departure. There was much discussion on whether attendees would be willing to commit to a five-day conference and put a deposit down that far in advance, how we would find speakers (they obviously have to stay on the boat), and if Prairie View members could participate. Those present decided this was an option we'd like to pursue, and McCorkle agreed to talk to Texas A&M Travel about reimbursement, and ask for approval from administrators from both Texas AgriLife Extension and Prairie Cooperative Extension.

Lifetime Members: Warrick proposed that rather than make a donation to the 4-H Center after a TESA member passes, to instead make a fixed annual \$100 donation each year. The board decided that since this move requires a change in bylaws, it should be further discussed and voted on at the annual meeting.

Chapter Directors: Jones provided a chapter director update, and the group brainstormed ideas on how to increase membership. Some of the suggestions included sending out a TESA brochure to all District Office managers so they can give it to new hires, and continuing to participate in onboarding activities for both Texas A&M AgriLife Extension and Prairie View Cooperative Extension.

TESA Professional Development/Meeting Scholarship: There was discussion on providing scholarships to members who don't have the funds available to pay for TESA summer meetings. The board recommended that \$1500 be added to the professional development budget that can be used toward personal meeting expenses. TESA members will have the opportunity to apply for these funds at the same time as the professional development grants. Jefferies made a motion to add \$1,500 to professional development expenditures for scholarships to TESA annual meetings and Pierce seconded it. The motion passed.

2018 Budget: Kaase presented the 2018 annual budget. Jones made a motion to approve the budget as amended and McCorkle seconded it. The motion passed.

Other New Business: A recommendation was made to add the Prairie View Cooperative Extension goal statement to TESA documents. It was approved by consensus. A vote was taken to allow TESA to pay for room expenditures to the Flagship Inn, which passed. Finally, questions for Extension administrators were discussed. The meeting adjourned at 4:05 pm.

Winter Administrative Updates, December 6, 2017, 8:05 AM

Brownwood 4-H Center

Dr. Susan Ballabina

- **Personnel Updates**

- Dr. Courtney Dodd has been named Assistant Agency Director and Program Leader for the Texas 4-H Youth Development Program.
- The search committee for Associate Director for State Operations has been narrowed down to three candidates. Interviews will take place after the holidays.
- Marvin Ensor announced his retirement, and leaves two roles behind. Todd Swift will take his place as State Program Leader and Robert Pritz has agreed to become the Western Region Program Leader.
- Monty Dozier has stepped up to head the Rebuild Texas Hurricane Recovery effort, and Phillip Shackelford has agreed to be the interim RPL in his region until the position is posted in January.
- The Vice Chancellor/Dean position has been narrowed down to two candidates and will be announced soon.

- **Agency Updates**

- Extension was asked to head the “Rebuild Texas” initiative by Chancellor Sharp. This program requires frequent reporting by county agents relating to damage estimates and recovery efforts surrounding Hurricane Harvey. The program will evolve over time, but probably won’t end until May 2019. Ballabina thanked agents for all their hard work relating to this effort, and said it has been great for agency recognition.
- Dr. Steele has organized an innovation think tank that focuses on three areas: web based presence, creating a culture to allow data sharing, and taking a hard look at planning and reporting. There will be further updates on this effort as time goes on.

- **Programmatic Updates**

- Path to the Plate initiative has trained its first cohort of champions, and is recruiting an individual to lead the group. Overall the program has been well received.
- Healthy Texas has expanded to ten more counties in East Texas and the metroplex. It will continue to grow based on legislative interest.

Dr. Jeff Ripley

- **Personnel Updates**

- The Harris County Extension Director has taken a new job. David Wright will be filling his position and starts in February. Dr. Dale Fritz, DEA for District 9, is retiring at the end of the year. Two candidates are currently being interviewed to fill his position.

- **2020 Group Updates**

- The 2020 group will be meeting December 6th and has been asked to provide an action plan for Extension’s future by December 18th. In September, the group met and divided into four subcommittees: program priorities, agency structure, urban structure, and salary and funding. However, Hurricane Harvey has changed some of the discussion because it shows how important having a presence in every county can be.

- **Career Ladder Updates**

- Most employees who applied for promotion under the new system this year have been notified. The process seems to be working well, there was a large number of applicants and the timeline to completion was considerably shorter. Ripley also stated that the distinguished agent level will continue.

Dr. Courtney Dodd

- Personnel and Programmatic Updates

- Julie Garner has joined the team to run the 4-H Healthy Living Program. Right now, 4-H is fully staffed!
- In response to Hurricane Harvey, the increase in 4-H participation fees (from \$20 to \$25) was postponed until January 1st, 2018.
- Dr. Dodd also thanked everyone for the huge outpouring of support to clubs who lost everything in Hurricane Harvey.
- She is really focusing on 4-H programming right now, trying to determine what works and what doesn't both inside and outside of the counties. She has organized a task force to ensure clubs have the resources they need.
- Dr. Dodd continues to work with the 4-H Foundation, and has secured several new partnerships (JoAnn's Fabrics, Tractor Supply, etc.) through the paper clover campaign.
- Lastly, she is developing a new program called the "College Access Rural Student Initiative." This project involves 11 counties, and helps facilitate the college application process for kids in rural areas.

Dr. Stephen Green

- Personnel and Programmatic Updates

- It was a record setting year for Walk Across Texas, thanks to everyone who participated!
- Dr. Green's unit has changed its name to Family and Community Health.
- He is trying to modernize several programs by developing apps, providing single sign on, aggregating data, and developing online trainings and certifications.
- Dr. Green stated that his group's online childcare training program has been extremely successful.
- His group is also in discussions with Spiffy pictures (creators of Nature Cat) to hopefully develop short internet clips relating to healthy kids, food and nutrition, exercise, etc.

The administrative updates concluded at 9:15, and then administrators met with each group separately to address any specific questions.

TESA Questions for Administrators

1. Is implementing a Level 4 to the Program Specialist career ladder as possibility?
 - a. *Maybe, that will be something that the new Director for State Operations will decide.*

2. When do the new guidelines for the program specialist career ladder take effect? What should the promotion committee do if a candidate is qualified, but does not follow the recommended outline?
 - a. *The guidelines took effect September 1st. Administration will try to communicate the importance of following the new guidelines to all associate department heads.*

3. Why are some administrative and program leader positions filled very quickly, but open specialist positions sometimes take years to fill?
 - a. *Specialist positions are listed and prioritized at the state level. Department heads begin by asking to fill a vacancy. The request then goes to administration, who ranks all vacant specialist positions and determines which should take priority.*

4. Do you have any idea when a new Prairie View Dean will be named? Why is there sometimes a pay discrepancy between Prairie View Employees and Texas AgriLife Extension Employees who basically have the same position?
 - a. *Administration does not know when the Dean position will be filled. There is communication between the two agencies relating to pay scale. Texas A&M AgriLife provides a list of Extension positions and recommended pay ranges. However, ultimately it is up to PVAMU Human Resources to decide what salary an employee is offered.*

5. How can employees take advantage of leadership programs such as SALE?
 - a. *Supervisors typically nominate employees who are interested in these programs. Also, employees can, and are encouraged to self-nominate for SALE with the support of their supervisors.*

6. How can we get more 4-H specialists involved in TESA, and increase departmental support of our association?
 - a. *Dr. Dodd will visit with several specialists who might be a good fit for TESA membership, and Dr. Ballabina recommended TESA leadership attend a monthly associate department head meeting and provide information about the association.*

7. What are administrative expectations for professional development? Also, specialists continue to struggle with departmental expectations versus Extension expectations. Any suggestions?
 - a. *Administration is aware of this problem, and will continue to work to correct it.*