



CSU Extension Boulder County
Advisory Board Meeting Minutes
October 18, 2022

Meeting called to order at 5:35 PM via Zoom.

Board Members:

Present: Hallie Adams, Rob Alexander, Nick Cappello, Mary Mulry, Kate Newberg, and Jay Ruggeri.
Absent: Joshua Coffie. Quorum present? Yes

Boulder County Extension Staff:

Laura Larson and Dena H were in attendance.

Approval of Agenda:

Motion: Rob motioned that the October 18, 2022, agenda of the Extension Advisory Board as presented be approved, Jay seconded that motion; all were in favor.

Approval of Minutes:

Motion: Jay motioned that the July 19, 2022, minutes of the Extension Advisory Board be approved as presented, Hallie seconded that motion; all were in favor.

Introductions and welcome of new board member Nick Cappello.

Director's Update:

- *CSU Leadership Changes*

CSU has recent changes in leadership.

- President of CSU Joyce McConnell was asked to step down, with Rick Miranda acting as Interim President.
- Blake Naughton, CSU Vice President for Engagement & Extension, returned to faculty status, with Kathay Rennels is serving as Interim VP for the foreseeable future
- CJ Mucklow, retired last year from the Western Slope with 37 years of experience, has been asked to come back as Director of Field Operations
- Lindsey Shirley, Assistant Vice President for Engagement & Extension and Deputy Director of CSU Extension, is expected to stay on, but all of the incentives that she and Blake have worked on (Conceptual Framework, Learn Serve Thrive marketing, etc) is completely up in the air as to if it is going to continue or not.
- Regional Director position is in the search process, which is responsible for supervising all the county director in the Front Range region; the interim director for the southern and the northern

Front Range applied, along with other candidates. Final interviews are Friday October 21st. This position will give us stability.

Psychological impact on staff of turnover and leadership changes. The terms of directly affecting Boulder County, the processes to hire folks have been slowed, additional turnover of CSU HR staff partly related to those CSU leadership changes. It's more of instability that has its psychological level.

Transition to faculty status has successfully continued to move forward with the help of Lindsey Shirley to put the correct people in place to ensure its success. Faculty status CSU pay increases: staff with master's degree will get a 10–20% bump beginning in January which will help Extension be more competitive and help with employee retention.

- *Current CSU and Boulder County staffing*

- We have successfully hired a new Community Health Specialist, Emma Dhimitri, who starts on October 24th.
- Adrian Card, Agriculture Agent, left his position on August 19th and has accepted CSU's Rural Initiative position as a statewide Extension Specialist in Specialty Crops. He is currently housed in the CSU Extension office and has agreed to be the stopgap until January for his old position and will help with onboarding/training of new staff member.
- Ariana Gloria-Martinez, Small Acreage Management Coordinator, resigned from her position on September 23rd after approximately 7 ½ months.
- Deryn Davidson, Commercial Horticulture Agent, is leaving her position October 31st, she was promoted to a statewide position with CSU as a Sustainable Landscape Specialist.
- In the meantime, Amy Lentz, Home Horticulture Program Coordinator, and Amy Lippold, Front Desk Receptionist, are stepping in to assist folks with referrals or resources until positions are filled.
- Amy Lippold, Front Desk Receptionist, was reclassified to Administrative Technician Lead on August 26th.

Starting January 2023, Boulder County Commissioners retains the current \$200/month bonus employees have been receiving as an ongoing increase to base pay for FTEs. All FTEs also will receive a 5% general salary increase, with a pay range movement that allows even those employees at the top of the pay range to receive an increase. Parks and Open Space will have a 2% discretionary merit-based pool in the budget to address pay issues specific to the department. In total, this is a 10% increase in the salary budget, with lower paid employees receiving the highest percentage of pay increases.

- *CSU USDA/NIFA Civil Rights Review*

CSU is currently under a USDA/NIFA Civil Rights Review and one of the tasks outlined is diversifying our boards/committees throughout Extension such as Youth Council, 4-H Leadership Council, etc as well as our Extension Advisory Board. This advisory board is currently at the minimum number of members, and we need an action plan going forward to recruit diverse members to the board.

CSU Extension is a recipient of USDA NIFA funds for our educational based programming. Eligibility for continued funding requires compliance with the USDA's Civil Rights and Equal Opportunity policies. It is a nationwide review of all university extensions.

USDA's guidelines are clear: demographic composition of advisory board/committees must achieve Race, Ethnicity, and Gender (REG) parity for their respective service areas. "Parity" is defined as $\geq 80\%$ of the services area's REG demographics.

In preparation for the USDA review, CSU is asking all Extension offices and programs that have boards/committees to submit an Advisory Board/Committee Parity Recruitment Plan. In this plan, we need to identify specific community contacts or organizations you plan to contact to help with recruitment, obstacles that Office of Engagement and Extension might be able to abate, internal modifications you can pursue to enhance inclusivity and measurable progress you expect to achieve by October 2023.

Suggestions for community contacts/organizations to help with recruitment: local school districts in particular Lafayette Elementary and Pioneer Elementary, local Latinx farmer, engage LGBTQ advocacy organizations, Latino Chamber of Commerce, Executive Committee for African American Cultural Events, NAACP Boulder, Boulder County Latino Coalition, etc. to notify there are openings on the advisory board. Discussions were held on the importance of making these connections and inviting them to apply to be on the board.

Suggested next steps for board to do offline between meetings: do own thinking and/or research for connecting with underrepresented groups or individuals to help increase diversity on the advisory board – as you think of ideas or make connections, email the board including Dena and Laura. Create a general announcement that we have an opening and provide information to educate people what we are offering and try to get them actively involved.

Our office has revamped our Race, Ethnicity, and Gender (REG) demographic collection form to be filled out by our participants and we are required to provide language access and reasonable accommodations to all. We have been doing an inventory of all our processes and thinking about how we can use our tools that are connected to our programs to best collect that information and record it accurately. CSU and Boulder County are providing accessible services to everyone.

Open Discussion:

- A. Rob Alexander is retiring at end of January 2023 but may be able to stay on the board because working part-time for Parks & Open Space, otherwise he is interested in joining as a member of the general public.
- B. Planning for December Commissioners meeting
 - Staff presented on their programs for 5 minutes & answered questions from Commissioners – will continue that format.
 - Follow last year's process – each board member gave a [similarly structured introduction](#)
 - Meeting may be in person or hybrid
 - Laura will contact commissioners to schedule date.

Time to prepare for December Commissioners meeting so we are thoughtful about what we want to convey and prioritize. Discussions were held on brainstorming topics around meeting: include information where we left off and how we have progressed after we sent the commissioners our letter in July, last year format was excellent, each board member present why supporting extension is important to you and to the county, angle from the commissioner side - we are serving as advisories to you so you support extension and you understand how vital it is to keep going in our county, should we ask

commissioners if there may be some connections we are not aware of, who can we connect with in other Boulder County departments. Work via email to identify how to advocate for Extension and serve Commissioners. Laura and Kate will meet prior to discuss details of meeting and forward to the rest of the board prior to December meeting.

C. Staff appreciation meet and greet

It was great that we did that. Really nice, wish we had a longer period of time to visit with folks. Really appreciated by staff and that they had the opportunity to visit with the board members. Kate, thank you for bringing some snacks and drinks.

Old Business:

None

The meeting adjourned

Minutes prepared by Dena.

Boulder County Commissioners' Strategic Priorities

2019-2023 Boulder County Commissioners' Strategic Priorities: Affordable Living, Climate Action, Equity & Justice, Land & Water Stewardship and Organizational & Financial Stewardship.

<https://inbc.boco.co.boulder.co.us/sites/bocc/Pages/Strategic-Priorities.aspx>

Template for brief introduction at commissioners' meeting

Try to keep your introduction to **less than 3 minutes** so Commissioners have plenty of time to ask the Board and Staff questions.

Hello commissioners, my name is [insert name]

I have been a member of the Extension Advisory Board since [insert how long you have been on Advisory Board] and enjoy being on the advisory board because [insert a few words or 1 sentence here]

I am most interested in Extension's [insert program name or aspect of the mission that resonates for you] because I care about [insert 1 – 3 sentences including how you engaged with Extension]

Optional: Thank the commissioners for supporting Extension.