

Kansas Association of Community Development Extension Professionals Fall 2018 Meeting Minutes

October 16, 2018

KSU Student Union Cottonwood Room, Manhattan, KS

The fall 2018 meeting of the KACDEP association was called to order at 2:01 p.m. in the Cottonwood Room at the KSU Student Union on the KSU Campus in Manhattan with the following members in attendance: David Key, Jan Steen, Trudy Rice, Nadine Sigle, Nancy Daniels, Sheryl Carson, Faith Orth, Cindy Evans, Emily Green, Mary Sullivan, Tara Markley, Jaime Menon, Marlin Bates, Fran Richmond, Ron Wilson, John Forshee, Jennifer Wilson, Bruce Chladny and Jim Lindquist.

Jan asked for a review of the agenda for additions/changes/member observations/reports. Jan asked we add the approval of the previous meeting minutes. Marlin moved to approve the agenda as amended and Nancy seconded. The motion carried unanimously.

Officer's Reports:

Chair – Jan Steen Jan thanked everyone for their work and his transition to past chair

Past Chair – Bruce Chladny no report

Secretary/Treasurer – David Key mentioned the work done with the budget committee to develop the annual operating budget.

Chair Elect – Marlin Bates mentioned that his comments would be held for later with discussion related to his recent work.

Standing Committee Reports:

Membership--No report

Policy and Procedures—It was mentioned this committee worked on the latest bylaw changes for KACDEP and that new members are always welcome to this committee

Budget—The budget committee presented the 2018-2019 budget for KACDEP with no discussion or comment

Awards—Fran Richmond mentioned that Cindy Evans received 1st in the NACDEP Central Region for her Individual Award application at the 2018 NACDEP National Meeting

Fran presented the following local award winners:

Excellence in CD Work Individual--Emily Green

Educational Technology Team Award--Jaime Menon and Jan Steen

Cross Program Award Team Award--E2 Squared Nancy Knopp Daniels, Sheryl Carson, Kylie Ludwig and Patsy Maddy

Cross Program Award Individual Award--Sheryl Carson

A Special Recognition was presented by Marlin Bates, Mary Sullivan and Jan Steen to Trudy Rice for her service as NACDEP President and her work to bring a KACDEP chapter to Kansas.

Nominating The following 2018-2019 Officer nominations were presented-- Sect./Treasurer David Key, Chair Elect-no candidate, Chair Marlin Bates

Select Committee Reports

Professional Association Leadership Team Meetings and Connections with KSRE since May 2018-- Marlin started the conversation about work outside of KACDEP and had Mary Sullivan address the membership about the importance of advocacy work that is just starting in a JCEP subcommittee. Mary

indicated that the work is just starting on this effort and she welcomes any input. Advocacy work is needed to rebuild relationships with our legislature and local elected officials.

Marlin addressed the recent meeting with the Director of Extension's Office regarding the following topics:

1. Inequities in funding of agent salaries
2. Recall of agent salaries and how that effected state revenue
3. A possible increase in funds that maybe coming back to KSRE from increased tuition revenues and how that could possibly be handled. (Marlin suggested that a letter to Gregg Hadleys office about how to handle this increase in revenue would be one way for KACDEP to provide input.)
4. An update on the program leaders interview process
5. Agent turnover and resignation statistics (see handout)
6. Progress towards the 6 strategic emphasizes set during the first year for the Associate Director of Extension (see handout)

KS-JCEP Committees

Agent Advisory Committee--Marlin announced Gregg Hadley has put together an agent advisory committee that has only met once with representation from all of the professional agent associations

Taskforce on Government Stakeholder Support--(see comments above by Mary Sullivan)

Other--none

Old Business

Kansas JCEP--July 2018 Extension Administration Meeting as a group we need to appoint an JCEP Vice President from KACDEP in 2019 and for 2 additional KACDEP members to serve from KACDEP on JCEP. It was determined during the meeting that Marlin Bates (2018-2019 KACDEP President) will serve as a JCEP Vice-President Representative for KACDEP and Tara Markley (2018-2019 President elect) and Nancy Daniels (current JCEP Professional Development Committee Chair) will serve on the JCEP Board of Directors.

Report on the National 2018 ESP Meeting in Manhattan--Trudy thanked KACDEP for their help with silent and public auction at ESP with the fundraiser generating \$3900.00

Bylaws Changes--Jan presented the proposed bylaws changes to the membership. John Forshee moved and Nancy Knopp Daniels seconded that they be accepted. Motion approved with all voting in favor to accept and no opposition

New Business

Report from 2018 NACDEP Meeting in (Jan, Trudy, Bruce, Nadine, Jaime) in Cleveland, Ohio. Bruce reported that the national meeting was a good experience and he participated in a post conference session with other CVT state leaders and shared what Kansas is doing. Jaime and Nadine presented a session at NACDEP on CVT programming in Kansas with many connections and ideas shared.

Election of Officers

Chair Elect Jan and Marlin asked for nominations from the floor for Chair Elect with Tara Markley accepting. Secretary/Treasurer Jan nominated David Key. The slate of officers for 2018-2019 was approved as follows: Chair Marlin Bates, Secretary Treasurer David Key, Chair Elect Tara Markley and Past Chair Jan Steen. The slate was accepted as presented.

2019 Professional Development Representation for PILD and Leadership Conferences

It was mentioned that ESP and CV-PFT have possible funding assistance to attend. Marlin will attend JCEP February 6-7 in San Antonio Texas representing KACDEP. Tara Markley tentatively agreed to attend PILD April 14-17 representing KACDEP as well.

2019 National NACDEP Meeting – June 10-13, Asheville, NC Trudy encouraged attendance from KACDEP members Keynote speaker will be a good one for those looking for “hands on” tools for group processing

Committee Membership-- Jan announced there is need on the awards committee for new members and Cindy Evans wants on awards, John on budget and fundraising

Other Announcements

- Reminders about the KACDEP Social were given
- Annual dues for 2018-2019 are now being accepted
- CVT PFT meeting date and location were announced
- Nancy Daniels announced Kansas Leadership Center Training is now open for Extension agents and specialists to attend. Sharolyn Jackson Flaming, Diane Mack Nancy Daniels and Kara Mayer are the 2019 planning committee members for this effort
- Ron Wilson announced the K-STATE Leadership Seminar will be April 2, 2019 with the theme of “Leadership by Design”

Meeting Adjourned at 3:10 p.m.

Respectfully Submitted

David Key
KACDEP Secretary/Treasurer

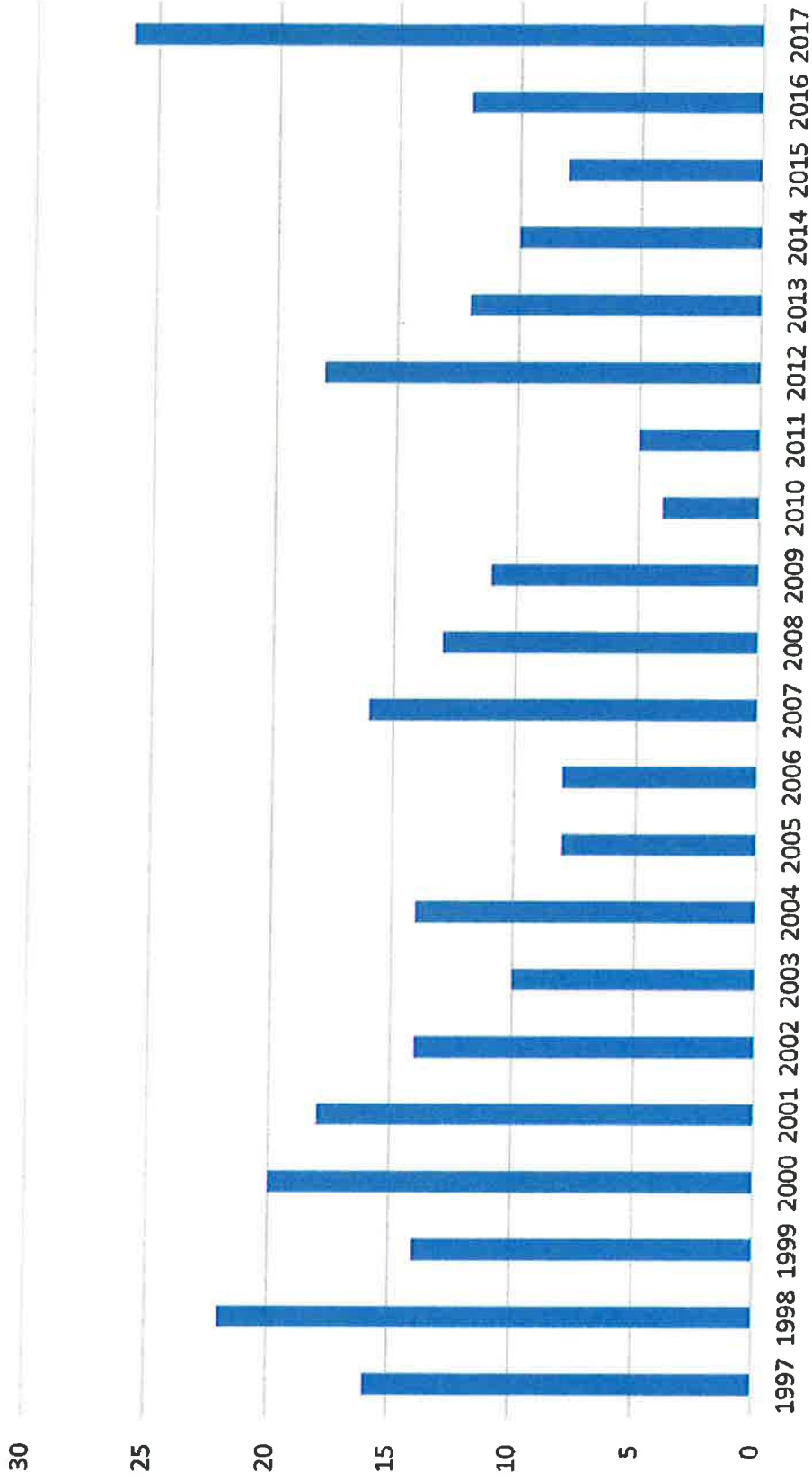
**Kansas Association of Community Development Extension Professionals
Committee Membership List**

(as of October 16, 2018 and updated to reflect current dues paid members)

Membership	Policies and Procedures
Bruce Chladny Cindy Evans (4/18) Faith Orth (4/18)	Bruce Chladny Jennifer Wilson David Key (4/18) Carl Garten (4/18)
Budget/Fund Raising	Awards/Recognition
Nancy Daniels Emily Green Jan Steen David Key John Forshee (10/18)	Fran Richmond Jaime Menon Mary Sullivan Trudy Rice Cindy Evans (10/18)
Nominating (Election)	Other
Jan Steen David Key Bruce Chladny Marlin Bates	*Professional Association Leadership Team Meeting Reports- Marline Bates (10/18) *CV-PFT Professional Development Workgroup representatives- Cindy Evans (4/18) and Faith Orth (4/18)

Agent Resignations

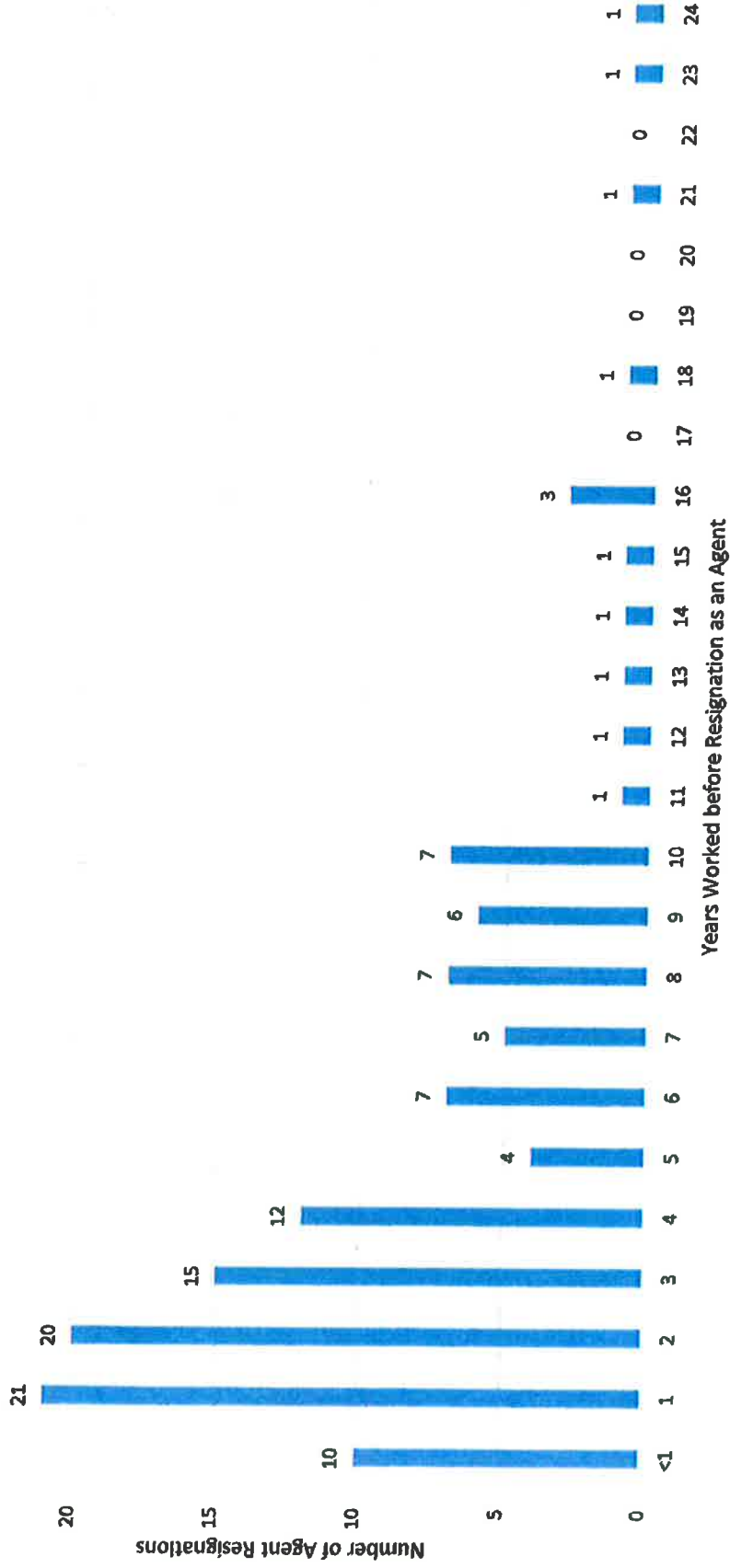
1997 - 2017



*Doesn't include retirement & transfers
Does include termination*

Extension Agents - Number of Years Worked Before Resignation 2008 - 2017

25



9 Agents left and came back as an agent.
Of those 9, 4 left, came back and left again.

**Summary of Agent Resignations and Retirements
July 1, 2016- June 30, 2018**

Dates	# of Agent Resignations	# of Agent Retirements	Total Departures
July 1, 2016 - June 30, 2017	16	10	26
July 1, 2017 - June 30, 2018	19	8	27

Exit Interview Summary

Each agent leaving K-State Research and Extension receives an exit interview form. The completed form is shared with the Director for Extension and the Regional Director. Once a year, the interviews are compiled and shared with the Extension Administration Team for their review and consideration.

Dates	# Exit Interviews Returned	Return Rate
July 1, 2016 – June 30, 2017	15 of 26 interviews returned	57%
July 1, 2017 – June 30, 2018	18 of 27 interviews returned	66%

Reason For Leaving	# of Responses 2016-17	# of Responses 2017-18
Better job opportunity	5	7
Change in family status	3	3
Work schedule	0	3
Salary	4	4
Retirement	6	4
Office environment	5	3
Community environment	1	1
The job was not a good match for my skills	1	2
Other	3	3

Other Reasons for Leaving

2016-2017

- Difficult board members
- Moving closer to family
- Moving back to the family farm

2017-2018

- New challenges to conquer
- Opportunity to expand our farm/ranch and spend more time with my family
- Personal reasons- family issues
- My office director

The exit interview also contains these open ended questions

- What have you liked about K-State Research and Extension as an employer?
- What suggestions do you have for making K-State Research and Extension a better employer?
- Would you recommend K-State Research and Extension to others as an employer? Why or why not?

Six Strategic Emphases

- 1. Understanding and Engaging the Peoples and Communities of Kansas**
 - a. Understanding our current and our future learners better
 - b. Reaching more Kansans
 - c. Reaching a more diverse audience
 - d. Increasing the diversity of our workforce
 - e. Newish Activities: Navigating Difference/IDI Committee Charge to address c. and d, Extension IT Project.
- 2. Enhancing Our Programs and Services**
 - a. Delivering education in the appropriate manner
 - b. Evaluating the effectiveness of our programming; and,
 - c. Utilizing technology to more effectively and efficiently deliver our program and services
 - d. Newish Activities: Enhancing our PEARS system, pilot project with Global Campus, appropriate investment of our PEARS incomes in education and evaluation, and the Extension IT Project.
- 3. Improving Our Marketing and Public Relations**
 - a. Letting people know what we have done and why it was important for them and Kansas;
 - b. Telling people what we do now and why it is important for them and Kansas; and,
 - c. Informing people what we plan to do in the future and why those plans are important for them and Kansas
 - d. Newish Activities: Local unit public awareness campaign (in conjunction with our Team Building: Harmony at Work project), social media marketing workshops, and the Extension IT Project.
- 4. Developing a Better Workplace**
 - a. Decrease Extension professional turnover rate
 - b. Improve office environment
 - c. Enhance internal communications
 - d. Newish Activities: Team Building: Harmony at Work, Mentoring Workshop, Tuesday Letter motivational messages (twice monthly) and Shout Outs, Third Friday Team Building Webinars, targeted formal local unit HCS programs Agent Salary Equity Study, and the new Partnership Meeting structure.
- 5. Expanding Our Programming Capacity**
 - a. Expand our ability to provide more high impact programming
 - b. Increase specialization
 - c. Develop more volunteers and enhance volunteer management
 - d. Collaborate more with other entities
 - e. Improve our capacity to raise external funds
 - f. Newish Activities: Master Community Facilitators, Master Community Health Volunteer, Culture of Health, our Grant Writing Workshop, and the Extension IT Project.
- 6. Securing and Increasing Our Base Budget Appropriations**
 - a. Increasing our appropriated budget
 - b. Investing our appropriated budget more effectively
 - c. Newish Activities: Alternative Extension Administration structure, enhanced advocacy model, and the Extension IT Project.