

Change Agent States (CAS) Project Application and Agreement

STATE _____

The *active involvement of state executive-level leadership, i.e., Director/Administrator, is required for systemic diversity change to occur* and is a critical expectation for each state selected for the **CAS Project**. Responsibility for the leadership / management of the state CAS Team can be shared but Consortium participation by the director / administrator is expected. For states with more than one land grant institution (1862, 1890, 1994) CAS expects executive-level leadership representation from each of those institutions.

A. DIRECTOR/ADMINISTRATOR

Name _____ **Title** _____

Institution _____

Organization(s): _____

Phone: _____ Email: _____

Name _____ **Title** _____

Institution _____

Organization(s): _____

Phone: _____ Email: _____

B. DESIGNATED ADMINISTRATIVE-LEVEL 'CAS CHANGE-AGENT' STATE COORDINATOR(S)

(For position expectations see page 2, item 3 of this application.)

Name _____ **Title** _____

Institution _____

Address: _____

Phone: _____ Email: _____

Name _____ **Title** _____

Institution: _____

Address: _____

Phone: _____ Email: _____

Person filling out application if different than above:

Name: _____ **Title:** _____

Institution: _____

Phone: _____ Email: _____

Current Efforts and Future Plans: Describe **a)** your state's current efforts with regard to organizational change related to diversity, and **b)** your organization's hopes and plans for enhancing diversity in the near future. Use one or more pages as needed to reply.

Change Agent States (CAS) Project Application Agreement

By submitting this application your organization is making the following commitments to:

1. _____ **Use the CAS Framework for Change** as the foundation to support consistent efforts across all states to create organizational change regarding diversity and identify common benchmarks as a basis for measuring outcomes.
2. _____ **Participate for an initial 5 years** (March 2007-March 2012).
A commitment for this period provides the time needed to make effective change and accumulate appropriate data for evaluation.
3. _____ **Appoint a key administrative-level contact person to lead the work as State Coordinator** (or Co-Coordinators as appropriate from partner institutions), and serve in a close liaison role with the Director/Administrator. The State Coordinator(s) designated on page one is expected to:
 - a. _____ Have a designated commitment of time, funding, position support to assure that the CAS project has necessary system support and dedicated resources to fulfill project requirements.
 - b. _____ Attend 1-2 CAS consortium on-site meetings annually (state funds *travel related expenses).
 - c. _____ Participate in monthly consortium one-hour conference calls and on consortium committees.
 - d. _____ Facilitate regular meetings for and coordinate the work of the state catalyst team.
 - e. _____ Facilitate project assessments and reports.
4. _____ **Fund attendance of the State Coordinator(s) and one other state representative** (administrators, Catalyst Team members) at National Diversity Conferences, the first being April 25-27, 2007 in Seattle, WA.
5. _____ **Fund attendance of the State Coordinator(s) for a 2 day Coordinator Project Orientation Training**, May-June, 2007, location to be determined, to receive foundational training about the project Framework and guidance for initiating a Catalyst Team, the first-year Organizational Demographic Profile and Workplace Climate Survey.

6. _____ **Appoint a diverse State Catalyst Team of 7-10 persons** as soon as possible following the Coordinator Training.

The Catalyst Team is the representative working committee charged with implementing the diversity initiative within the organization. Membership must include the State Director/Administrator. It is also suggested that membership include diversity change-agents from across the organization such as, Regional & County Directors, Field Staff, Personnel Office and the broader University. The Catalyst Team should represent members of diverse groups including, but not limited to: race, ethnicity, gender, age, sexual orientation, ideas, etc. Individual work as a member of the team must be part of, not in addition to, the individual's regular organizational responsibilities. *At least 10% of each Catalyst Team member's time must be dedicated to implementing the state diversity project.*

7. _____ **Compile an Organizational Demographic Profile; Years 1 and 5.** The demographics of the organization (Extension, Research, College or Institution, etc) includes race, gender and other demographic characteristics. Collected from existing institutional documents.
8. _____ **Conduct an Organizational Workplace Climate Survey Years 1 and 5** to identify how effectively the organizational workplace climate welcomes and supports all of its employees, clientele, and volunteers. (Substantial costs of a common climate survey instrument and consultant-led process to be covered by available CAS project funding, excluding *travel related expenses.)
9. _____ **Fund 1-2 key administrators & State Coordinator(s) to attend a 3-day consultant-led system change leadership training**, and develop 5 year state goals based on the state-specific results of the Workplace Climate Survey, Organizational Demographic Profile and other system needs. (Substantial costs of training to be covered by available CAS project funding, excluding *travel related expenses.)
10. _____ **Participate in and complete the project assessments** and other evaluation survey and interview components by Project Evaluator. (Substantial costs of Evaluator assessments to be covered by available CAS project funding.)
11. _____ **Hold on-going managing diversity skill development workshops** for administrators, faculty and staff (including the use of trainers/consultants as appropriate).
12. _____ **Commit resources in support of the project** for i.e. travel, phone, space, materials, training and other resources needed.
13. _____ **Work closely with the existing CAS states within the Consortium and the project contracted consultants and employees.**
14. _____ **Contribute to the National Diversity Community of Practice** and serve in a mentoring and resource role to other states.

* Travel related expenses include travel, lodging, meals and other miscellaneous expense.

I acknowledge these CAS Application requirements, the Projected Timeline, the CAS Vision and Framework Paper and will actively support my state's participation and leadership in the Change Agent State (CAS) Project as described above if selected.

DIRECTOR/ADMINISTRATOR

Name _____ Title _____
Institution _____
Date _____

DIRECTOR/ADMINISTRATOR

Name _____ Title _____
Institution _____
Date _____

Submission Requirements:

An electronic copy of this application must be received by March 1, 2007:
In addition a signed hard copy must be received by March 8, 2007

Send application documents to:

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