**FSAC Meeting**

**10/18/2012**

**10:15 am – 1:35 pm**

Present: Dan Kugler, Elaine Long Bailey, Ria Malloy, Karen Reddersen, Nia Fields, Michael Elonge, Dee Dee Allen, Cheryl Hill, and Trish Moore

Excused: Lis Maring, Andrew Ristvey

Each member introduced themself and why they wanted to be part of the FSAC committee.

The minutes from the June meeting and August conference call were reviewed. Dee Dee Allen made a motion to accept the minutes, Ria Malloy second the motion; motion passed.

**Program Clusters and AEDs** – Dr. Kugler feels the arrangement of the clusters is exceptional but might need to be pushed to full being. Dan has met with everyone but the northern and southern clusters. He needs to meet with UMES Extension to get a feel for that group. He has invited UMES to have a seat on the Strategic Planning committee. He has spoken with department chairs to find out who has Extension appointments within the departments. Dan wants to work on the relationships between the academic departments and Extension appointments and find out what the academic department appointments are doing, i.e., the Extension staff’s academic home department and who do they work with. Need to build field to academic and academic to field relationships. There are currently five AEDs and 7 program clusters. It has been stated and heard that three counties is enough for an AED to manage, 4 or 5 counties is too much. Six CEDs need to be moved into AED clusters. The process to get each county into an AED cluster is important. Program, AED and CED issues need to be laid out. Strategic steps are being discussed to get this in place. This is a great thing that has been put into motion and needs to be completed. Maryland will be an example for other states to emulate. Nia asked what will the tenure role be if there is a tenure-track vacancy within a cluster; how are PAs and FEAs supervised? There needs to be clear direction for programming and the tenured person should be seeing IEPs a PA and/or FEA to see what they are doing with their time. Karen stated the 4-H program is different and much more complex as far as tenure-track, FEAs and PAs. An AED supervises but promotes cluster programming. Tenure-track (TT) faculty has been instructed they need to drive the program but some non-TT faculty may not be doing what they should. The impact team is now doing a better job of including and tracking this. Dan stated the rest of the structure needs to happen before the direction for each layer can be written. There should be a working document created to outline AED and TT requirements. Michael stated that each department (program area) is different and structured differently. FCS is difficult to establish a connection and grants and some counties are financially fit and have more office support than others. The new evaluation system is to be used with no training and now there are three different evaluations 4-H is to be completing. This is problematic to get results entered (teaching evaluations, impact evaluations and peer evaluations). 4-H could have a difficult time. There is a need for a list created for expertise on both ends. Campus looks for different information than what extension is looking for. Extension needs to create its own system to collect the needed data. UMERS should be able to fulfill this need. If T. McCoy is overwhelmed, maybe someone else needs to get this programming going. Could Graduate Asst’s help with some of these issues. There needs to be a hiring balance across clusters and programs. Ria asked if field faculty need to be tenured. Having TT faculty connected with an FEA and campus person from the beginning would be great for field and campus to have a co-adhesiveness working together. Tenure is not required but the college, provost and president need to understand Extension better, with moving to the new structure of clusters and mentors, tenure could evolve. Support needs to be there from the beginning and continue for people to be successful. Evaluation process result is to propose MAE4HA sponsor a training for the new CV system so it can be used to the full potential.

**Convocation** – This is a good opportunity to see what people are doing on and off campus to help make connections. Dan plans to meet with each department’s Extension faculty and get collaborations going with field faculty. We need to try to get specific individuals to find a home within the college and to build relationships wherever possible, including outside of our own college.

**FSAC/Strategic Plan** – who represents UMES on these committees? No one at the present time, plus FSAC members Shanté Stokes and Kristen Wilson need to be replaced with their departure from Extension. Dan will discuss UMES representation on FSAC with Dr. Brooks. Campus faculty is also not represented on this committee. Nia raised a concern of losing talent and the turnover rate of educators. There needs to be more discussion on mentorship.

**Action: This will be placed on the next agenda.**

A 2% COLA is to be received by all university employees in January. This information has not been shared with everyone. Dan will share this on Administrative Monday. This could help people be more positive and more committed to staying.

After the county staffing plan is completed, specialists were to become a priority. This needs to be revisited. Andy Lazur and Doug Lipton were the chairs of the specialist committee. There needs to be discussion on how to integrate with campus faculty. Right now there is one TT position vacant and 3 more will be vacant on or before June 30. The Strategic Plan needs to be amended and the Plan of Organization is obsolete and needs to be reviewed. All of these documents need to be completed and approved by the university. The Strategic Staffing Plan was done by Extension last time; this time it will include a broader group of stakeholders.

**Action: Dan will bring these document needs to the Dean’s attention.**

There was a brief discussion on the Tenure Track process and TT packages not supported at the 1st level so they can be passed through to the 2nd level.

**Associate Dean/Associate Director Position** – There is no timeline yet as nothing has happened to date. The Dean seems to be in no hurry to fill the position. Dan is looking forward to moving the organization forward while in the Acting position.

**UME Strategic Plan** – Dan has requested input from UMES. The steering committee is set and will be announced and begin to meet shortly. The plan needs to be done for 2014 and unveiled at the 2014 UME Conference.

**FSAC Openings** – Dan and Elaine should hand pick the members needed to fill the committee since there will be nominations in April, 2013. Karen made a motion to add up to two additional at-large positions for a total of 4 at-large positions. Dee Dee second the motion, motion passed. When the time gets closer a notice needs to go in the *UME Newsline* for available positions and nomination process. Ria made a motion that an AGNR representative be included as one of the four appointments to be made. Trish second the motion; motion passed.

**Action: Dan and Elaine will fill vacant positions. Elaine will put info in UME Newsline as it gets closer to nomination timeline. PoO needs to be updated with FSAC position changes.**

Karen will reach out to T regarding UMERS and getting access for Extension to begin using the program.

The meetings dates for 2013 are:

 February 13 – conference call beginning at 10 am

 June 12 – face-to-face meeting at 4-H Center 10 am – 2 pm

 October 9 – face-to-face meeting at 4-H Center 10 am – 2 pm

With no further discussion, the meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Cheryl L. Hill

FSAC Secretary