**FSAC Conference Call**

**02/13/2013**

**10:05 -11:13 a.m.**

Present: Dan Kugler, Elaine Long Bailey, Andrew Ristvey, Dee Dee Allen, Trish Moore, Nia Fields, Lis Maring, Ria Malloy, Karen Reddersen, Michael Elonge and Cheryl Hill. All members are present.

Elaine welcomed everyone to the call and thanked them for participating. She hoped that everyone had a chance to review the minutes from the previous meeting and asked if there was anything else that needed follow up that was not on the agenda for today. Dee Dee Allen inquired about the open FSAC positions that had been approved to move forward at the October meeting. Elaine, Andrew and Dan met regarding the positions and they will be filled along with the spring elections.

**Agenda Items:**

**UME Strategic Plan Input** – this is moving along quite well. Nia is a member of this committee. A face to face meeting is scheduled for next Thursday (2/21), which will be the first of three face to face meetings. The goal is to deliver the finished plan in late February/early March of 2014. Dan has engaged the campus resource CLOC (Center for Leadership and Organizational Change) to work with UME directly on this project. Dan has started getting contact information for stakeholders and campus departments so there is input from across the state. A report will be given at each Admin Monday and in each month’s *Newsline* summarizing the progress.

Dan apologized for needing to leave the call early but he and Dean Wei are involved in meetings with the UM School of Law in Baltimore regarding how to build a long-term relationship to serve the area of Agricultural Law. They have a meeting today in Annapolis at noon.

**Progress in Shift to AED Organizational Model** – Dan was very happy to see the announcements from HR online and even happier when they were rescinded and reissued with the correct information. They will hopefully be filled by summer. Dan spoke with each of the CEDs affected by the change to the AED model. They discussed the implications of moving forward and the opportunity they would have to decide what they want to do when they are no longer in the CED role. Dan did not appoint any CEDs to the search committee intentionally. Some showed an interest to apply. It will take another year or two to adjust and adopt all of the expectations for the AED role. Karen Reddersen is the chair of the search committee. She feels a strong committee is in place and has the following timeline in place:

03/01 - Search closes

03/07 - F2F mtg of committee to review applicants and determine interview candidates

Week of 03/18 – interviews

Week of 04/17 – presentations

04/25 – committee meets to make recommendation(s) to hiring official

May – jobs should be offered and accepted

**Search for Associate Dean/Associate Director of Extension** – Elaine Long Bailey is the FSAC representative and Dee Dee Allen is on the committee. The Chair is Dr. Tom Porter. Yesterday the committee received an e-mail to offer suggestions regarding potential places to advertise the position. Hopefully, the position will be announced by next week.

**UME Website Updates from Educators, Counties, Impact Teams and More** – Trish Moore reported every unit has at least one person trained. The Impact Teams have a plan in place to proceed with getting their websites updated whether using internal or external sources. Trish sent out example pages for FSAC to look at before the conference call began. Icons for resource areas have been added in a table form on the front of the college page. The example of Baltimore County uses the icon labels as tabs across the top of their page. Trish inquired if all county pages should have the same tabs or be created according to what is offered in that unit or cluster. The majority spoke to say all unit websites should be consistent and uniform. That is part of the purpose of everyone using the same template, so no matter what UME site you go to, you should be able to maneuver through it easily. Trish stated people seem very excited after seeing the sites in the trainings. The launch deadline is scheduled for April 2. The discussion was held about tabs being offered when the service is not offered in that unit/cluster; it was agreed that regardless, every website should be uniform. This could be a great way to track needs within clusters. Trish will put an e-mail out to address everyone using the same tabs on the unit pages. Please let Trish know of any problems/concerns so she can address them. You can also contact Suran or Valerie. The sites should be redirected from the old site for a minimum of six months. Ria stated this needed to be kept in mind for printed materials with the old website addresses. Under each tab, eXtension could be used as a resource, especially when that resource is not represented by that unit or cluster. Karen would like to see Commercial Horticulture added to the icons. Dan will have Trish give updates through Admin Monday and the *Newsline*. Dan thanked Trish for keeping this moving forward.

**UME Annual Conference/Galaxy** – The last conference was held in 2009. Dan suggested dropping “annual” from the title of the conference. Lis, Michael and Dee Dee are serving on the committee. Debbie Ross and Ann Sherrard are the co-chairs. Conference Services on campus is being utilized and they are exploring the possible sites for the conference. Dan wants UME employees to be able to attend and participate the day of the conference and not coordinate it, so he proposed to let Conference Services handle registration, meals, etc. The conference may cost more by utilizing Conference Services, but Dan believes it is important.

**Marketing and Branding Task Force Updates** – The committee has identified long- and short-term goals. The short-term is to create a tool kit for all of UME to use. National Extension is a great resource and the committee is working to adapt some of their brochures to UME to be printer ready materials for units to use. The long-term goal is developing a strategic marketing plan alongside the Strategic Planning Committee so the plans coincide. Dee Dee has joined the eXtension Community of Practice (COP) called Brand Value to use as a resource for Maryland. Nia stated MELD worked on highlighting the UME programming impacts and this could be used to coincide with the marketing team so efforts are not duplicated. Trish will e-mail the file to Dee Dee to share with the marketing committee.

**Unsuccessful Tenure Track Employees** – The process and procedure followed for Tenure Track employees is dictated by the University and is the same in each college. If a Tenure Track employee is unsuccessful in receiving tenure, they generally have one year remaining on their contract which they can stay and work or find other employment. If the employee is unsuccessful at the first level of UME, the employee has 18 or more months after notification before their employment contract is terminated. Some colleagues feel a year is a very long time for a “fired” employee to stay on payroll working in their unit and still having contact with outside clientele/volunteers. There really is nothing UME can do since they must follow University procedure regarding Tenure Track employees. If an individual assumes an attitude or work performance unbecoming to the position, the CED/AED should try to work through this with the employee. They are still collecting a bi-weekly paycheck and there are still expectations as to their professionalism and work ethic. There is no simple answer other than to hope the employee does not carry a poor attitude out to the community. There are 5 Tenure Track positions open throughout the state: Southern Cluster – 4-H and FCS, Western Cluster-FCS, and Northern Cluster-4-H and FCS. The announcements for these positions should be moving forward in a few weeks. Karen stated the CED/AED should work out a plan with the unsuccessful educator with goals and future plans of action letting them know they still have accountability.

**FSAC Committee member access to Activity Insight-UMERS program** – Karen is working with T so FSAC could help pilot software to see how the new reporting system works and its structure. There is a USDA component to pull needed reports from reported activity. This program is a lot more user friendly than MCERS. T will be getting something started as soon as possible to pilot the program and get any kinks worked out. There is great potential to avoid duplicate reporting and be able to use one system for the majority of reporting. Many other institutions around the world use this software, it is not specifically written for UME, and they are having great success.

**Other Items** – In the next few weeks the e-mail will go out to request nominations to FSAC, so please encourage your colleagues to nominate themselves or someone they think would do a great job and is willing to serve.

Dee Dee brought up the shooting tragedy at UMD earlier in the week. The student that was shot and killed was Karen Ranes’ son and Jerry Brust’s stepson. Dan is waiting for details from the family and their wishes as to whether or not they want a notice sent out via e-mail.

Dan thanked everyone for an excellent discussion. With no further discussion, the meeting was adjourned at 11:13 a.m.

Future meetings dates for 2013 are:

June 12 – face-to-face meeting at 4-H Center 10 am – 2 pm (incoming and outgoing members)

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

Respectfully submitted,

Cheryl L. Hill

FSAC Secretary