**FSAC Meeting**

**10/09/2013**

**10:17 a.m. – 2:15 p.m.**

Present: Dan Kugler, Ria Malloy, Gary Felton, Andrew Ristvey, Mary Kay Malinowski, Karen Reddersen, Debby Cunningham, Amy Rhodes, Cheryl Hill, and Nia Fields. Absent – Berran Rodgers.

Andrew convened the meeting. Everyone had reviewed the minutes from the June meeting and the August conference call in advance. There were no additions or corrections.

**Agenda Items:**

1. Dr. Kugler’s Report -
2. UME/AGNR 2014-2019 Strategic Plan – lots of work has been done with data collection and the committee is now beginning analysis. The college started working on their plan with CLOC this month. The college and UME plans should be in alignment when the process is complete. The UME plan should be drafted by February and reviewed at the March Conference. The strategic plan does not require a vote; the Dean approves and signs the plan and it is enacted. Nia asked if an implementation committee will be identified with a budget to move the plan forward. Dr. Kugler stated there will be money available for the implementation of items that were identified through this planning process; however, they will need to be prioritized for available funding. Patsy Ezell is reconvening the Marketing Committee and has been told to move forward. Are they looking into outside resources since everyone within the system seems to be on overload and may not be a marketing specialist? Dr. Kugler reminded us when we do a great program we need to let the press and our admin team know. They will pass the information up the chain so the university is aware of all of the good things UME is doing. Andrew is on the committee and stated they have great ideas but no funds to act on them. Dr. Kugler stated there are funds when a plan is presented and approved. We need to seize all of the free opportunities and identify other needs to market UME. Nia stated a dedicated budget needs to be established that will be available each year for the committee to use or identify outside resources available. Ria stated Extension does so much nationally as well as in Maryland; the marketing and branding message to be delivered needs to be the same across the state. Dr. Kugler has talked with Dr. Brooks at UMES regarding using the UME logo as the main logo for anything involving Extension and co-branding when appropriate.
3. 2014 Conference – the speaker is confirmed to talk about the Smith/Lever 100th anniversary, NIFA and the Land Grant System. The strategic plan will be a large part of the conference. 4-H will be staying an extra day and meeting on 3/28. Dr. Kugler is working with Under Armour on UME shirts for everyone. ALL of UME is to be in attendance and all administrative and side work concerning the conference will be handled by others so everyone from Extension can be actively involved in the conference without interruptions. There will be an implementation strategy for the strategic plan shared.
4. P&T – there are 5 mandatory and 2 principal agent candidates. The meetings went well and all are proceeding to the next level.
5. Ag Law Education Project – the 3rd year funding (2015) proposal has been created. MPower provided the $250,000 funding for 2014 and the original funding of $250,000 was provided by the Governor for UDM and UMBC to work together on a project to improve and restore the UM image. The center that is being proposed would have staff teaching and be associated with the Ag Law and National Sea Grant Law Center. Gary suggested Brit Kirwan be made aware of the activities of this project.
6. UME’s AGNR – AGNR has been divided into Agriculture with Dave Myers as acting program leader and Natural Resources and Sea Grant (NRSG) with Andy Lazur and acting program leader. There will be a national search conducted for both positions starting with NRSG. Dr. Kugler stated Buddy Hance seems to be happy about this division so agriculture has some presence again. Andrew questioned Buddy Hance’s involvement. Dr. Kugler stated with agriculture being broken out plays better to the state and MDA. Sea Grant is on board and the Program Leader responsibilities are now more reasonable and equitable in all areas. Nia asked if the new structures that have been implemented are going to be assessed. i.e., AED model, Program Clusters, Administrative Clusters, Program Leaders, Impact Teams, etc. Karen stated the AEDs are on hold waiting for the team to be full in order to move forward. The AEDs are trying to work cooperatively with the PLs and become a stronger team for the Educators. Karen asked that time be given for the AEDs to work things out before being assessed. Dr. Kugler agreed that we are in the middle of a large transformational change and it needs to be evaluated to move forward positively. There needs to be more direction for cluster hires to be successful. Mary Kay asked if there is a resource list for mentoring. Dan stated mentoring is in the new AED manual that has been created, but the PLs need to create a manual for their positions as yet. Amy asked if campus and UME mentoring is handled the same or differently. Gary stated the mentoring process for campus is very different from UME’s. Karen acknowledged that FEAs may get less help than tenure-track educators. Nia stated there needs to be a formal, structured mentor program. A decision needs to be worked on for a plan to be in effect; PLs need to structure and implement a mentoring process. Debby will look for and share the previous mentoring document. Dr. Kugler has asked Tom Miller to prepare a spreadsheet with positions open/being filled with a checkoff for the step each position is at from the start of permission to hire through hiring and beyond. The WIKI sight should have mentoring documents that can be reviewed. New hires need to be their own advocate and make connections with people on their own to make inroads for programming and opportunities. Mary Ellen Waltemire was contracted in 2012 to re-establish the mentoring program and the first seven critical hires were assigned mentors.
7. AED position – The mid-shore AED is Sara Rich. She begins employment on 10/21.
8. Newsline – UMES will begin contributing to the Newsline, as well as Admin Monday. Dr. Kugler will ask Campus Dept. Chairs to participate in Admin Monday letting everyone know what they do and how they interact with Extension.
9. CV Workshop – this will be held on 10/28 after the Admin Monday updates.
10. UME Plan of Organization (PoO) – This should be coming out soon. Jackie Takacs has taken on this task and will be sending out in DRAFT form to all UME employees.
11. Faculty Assembly – In September after Admin Monday a faculty assembly was held. This seemed to go well. There will be another faculty assembly on November 18th.
12. Health Insurance Literacy Initiative (HILI) – updates are beginning to occur around the country. Dave Rieger sent out the Health Smart information to the University.
13. Finalizing FSAC Positions – discussion was held regarding the FSAC portion of PoO and why the representation was being changed to one faculty and one staff from each area instead of staff being its own category. Discussion was also held on electing a secretary. Gary offered to bring his administrative assistant for note taking. It is in the PoO that a secretary will be elected each year to take minutes and facilitate committee correspondence. Most committee members felt there should be someone willing to fill this position each year. The FSAC portion of PoO will remain as amended in August.
14. At-Large Appointments and Vacancy – Discussion was held regarding filling the positions halfway through the year. Most of the committee agreed the positions should be filled before the conference call in February.

**ACTION:** Dr. Kugler and Andrew will fill the necessary positions to provide diversity to the committee in every aspect. Liz Maring’s position should be filled by a campus staff, two at-large positions should be appointed for 2 years and one at-large position should be appointed through June. Suggestions to fill the positions were Don Webster, Sara BhaduriHauck and Krisztian Varsa.

1. UMERS Reporting Program – Karen asked everyone to try the program. The PowerPoint walks you through the program nicely. It is hoped the rollout for the program will be January 1. Karen will discuss this with T on 10/21 when they meet. Karen will resend the pilot e-mail she sent on October 2nd. The hope is for a person to be available to input older information from CVs for future reporting and usage of the program. The reports seem very diverse and usable. [**http://www.digitalmeasures.com/faculty-activity-reporting-software/**](http://www.digitalmeasures.com/faculty-activity-reporting-software/) (Please ask Karen to email the PowerPoint to walk you through this program.)
2. UME Answers – Debby is in the process of switching information from the Cascade pages to WIKI. The pages do not seem to work well in the Drupal system and most links for information/forms take you to the WIKI now. There seemed to be an issue with connecting to WIKI from iPads. The user needs to switch to the “desktop” option to view the files at WIKI. Debby would like any comments or suggestions regarding the new site to her within the next two weeks. It was suggested that once this is all transferred, it would make a good topic for Admin Monday. <https://wiki.moo.umd.edu/display/umeanswers/Home>
3. UME Marketing – The committee will reconvene on 10/15. It was questioned if the marketing committee should hire a professional marketing officer to best utilize our resources. Billboards, buses, and metro stations were all suggested as possible sites for advertising UME. This needs to get moving so we can take advantage of advertising UME in association with the 100th year of the Smith/Lever Act. Dr. Kugler reported the 2014 AGNR Convocation will highlight UME.

**ACTION:** Andrew will give a report of the meeting to FSAC via e-mail.

1. Other Business –

Meeting dates for 2014 are:

February 19 – conference call at 9 am

June 11 –Face-to-Face meeting for existing and newly elected members from 11 am -3 pm

(NOTE the time change to accommodate Dr. Kugler’s scheduling conflict.)

October 8 – Face-to-Face meeting from 10 am-2 pm

**ACTION:** It was suggested that Andrew and Dr. Kugler talk at the next Admin Monday regarding Assessing the Organization’s structure, Mentoring and Branding & Marketing, as well as the function of FSAC.

Andrew thanked everyone for their attendance. With no further discussion, the meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Cheryl L. Hill

FSAC Secretary