FSAC Faculty Staff Advisory Committee Minutes Sept 9, 2015

Attendance: Jarrod Miller, Jocelyn Koller, Krisztian Varsa, Ann Sherrard, Karol Dyson, Don Webster, Jackie Takacs, Bonnie Boyden, Debbie Ross, Mary Kay Malinoski, Ginger Meyers, Stephen Wright

Topic	Discussion	Actions
FSAC Membership	The membership committee formed at the last meeting discovered some irregularities in the written description of FSAC membership and the existing membership. The current Plan of Organization outlines as 12-member committee, however subsequent documents suggested a 14-member committee including 2 representatives from UMES. Another issue was with the designation of at-large members. These are selected to improve the diversity of the group, however, given 2-year terms, the at-large members may need to be able to move into one of the designated positions during their second year. After reviewing the existing membership list, it was determined that there could be 2 additions; one staff person from UMES and one staff person from campus. Dr. Escobar, from UMES had requested that their representation be limited to one due to the limited number of eligible faculty/staff.	The membership committee, Debbie Ross, Ginger Meyers and Ann Sherrard will identify one new FSAC member, a staff person from campus.
	A further discussion ensued regarding the various roles that FSAC could assume and the strategies for determining what the recommended membership should be. A chart reflecting the current number of faculty and staff, by location was reviewed to guide the discussion. The FSAC group agreed that a review of the membership strategy should occur with a recommendation for language for the revised Plan of Organization.	A committee consisting of Karol Dyson, Jackie Takacs and Ann Sherrard will develop a recommendation for future FSAC membership and role to be suggested for the Plan of Organization.
Assistant Directors	Dr. Wright updated us on the status of the Assistant Director position. Because of the	
of Natural Resources and Ag	hiring freeze it was held up until July 1. At that point the job description needed to be approved by the Provost and then needed to be sent to Barbara Duncan for her input. But as soon as the freeze was over it became a priority and was move on with urgency. Should be announced in the very near future.	
Other Positions	Cecil FCS Position – was offered to 2 people both turned it down and now re-opened. Frederick 4-H Position – is in the process, had 3 candidates going through the interviews and getting ready to make an offer.	

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	Multi Cluster Urban AG Position and Western MD Natural Resources Position are still in	
	the process. Jocelyn Koller asked where we were with hiring a Stem Coordinator and Dr.	
	Wright reported that Dr. Escobar and Dr. Kairo were in a discussion on how the position	
	could be funded with the 1890 funds to make it a 4-H Specialist Position for the college.	
Staffing Plan	The Administrative Team met to put together a work sheet for critical hire. Some of the	
Update	questions for the plan were:	
	1. Staffing of the clusters	
	2. Dealing with continuous need of re-hire	
	3. Discussion of a plan of action to fill the needs of the state	
	4. The upcoming vacancy at the WYE of 2 Administrative position and a Business	
	Manager.	
	Some questions that arose from the discussion were:	
	1. Who was on the Administrative Team? Dr. Wright said, Dan Ramia, Barbara	
	Duncan, Teresa McCoy, Brad Paleg.	
	2. What positions will be in consideration first? <i>Faculty vacancies first</i> .	
	3. Will the FSAC receive a copy of the draft to review? Yes, along with AED and	
	Program Leaders.	
	4. Jackie Takacs asked if the program leaders should be asking the faculty about the	
	holes that are needed to be filled? Dr. Wright stated the program leaders should	
	be asking input from the faculty and would be shocked if they did not asked for	
	their input.	
	There was a suggestion that a needs assessment needs to be done for the area of greatest	
	need to serve our clientele. One big concern was faculty should have input early on in the	
	process and there is a concern that certain program areas meet more regularly than	
	others, so program leaders need to communicate to the all faculty.	
	After much discussion two (2) suggestions were made:	
	1. That the faculty had input on the staffing plan.	
	2. Where should the data come from on needs basis. We don't have the funding for	
	a focus group as before. We see a need to give the staff and faculty input for the	
	plan on focus vs needs.	
Mentoring	Dr. Wright recently learned that the guidelines for tenure track mentoring had not been	Gary Felton will work with
	made available on UME Answers.	DeeDee Allen to make sure that

	Dr. Wright mentioned that Program Leaders have been tasked with assigning mentors for all new tenure track faculty. Dr. Wright reiterated the need for staff mentoring as well as professional track faculty mentoring. Ann Sherrard commented that there had been in the past a request for AA input into the development of that system. Dr. Wright stated that the development of the titles at the University level has been completed. The next step will be the development of promotion criteria for these levels. Andy Lazur will be leading this process for UME. Chi Epsilon Sigma, an Extension support staff fraternity, is available as a model or source of information. There is also a support organization for those working at Research and Education Centers	the on-line documents are available. Faculty will be advised when the documents are launched via memo, Newsline, and discussed on Admin Monday. Ann will send an e-mail to Andy Lazur to ask about how professional agents can be involved in this process. Debbie Ross and Karol Dyson will explore what Chi Epsilon Sigma has to offer and will report back at the next FSAC meeting.
AED Input Form	Ann reported that following the last FSAC meeting, there was a conference call with the FSAC committee, Barbara Duncan, Brad Paleg and Dr. Wright. During this call it was decided that the input system that had been developed by the FSAC committee would not be used. Instead Dr. Wright and Brad Paleg would develop a system. Dr. Wright indicated that he has had further conversations about this issue. Barbara Duncan has informed him that the supervisor has the prerogative to request information from staff regarding those that he/she supervises. The supervisor may or may not request	Brad Paleg will make the decision regarding how he will gather input from field staff regarding AED input.
	input for those they supervise. A question was raised if a similar decision would be made regarding AED input into faculty reviews. There may be a difference in the policy for exempt and non-exempt staff.	Dr. Wright suggested that an email be sent with the questions regarding AED input into the faculty review. He will refer it to Barbara Duncan for a determination.
Annual Faculty Review	There are examples from other organizations with indicators for various levels of performance. A formulaic system is not allowed by the University. However the program leaders could develop key indicators that may help inform faculty regarding expectations. It was mentioned that the current AFR system does not align well with the P&T expectations. The development of indicators could assist new educators in the P&T process.	FSAC supported the request from the Faculty Assembly and highly recommends that the program leaders to develop indicators for annual faculty reviews.

Internal	Currently there is no way to access UMERS data, there are 6 reviews coming up and they	The results of the NIFA review will
Compliance	are concerned about getting reports to the ICR committee. There has not been any report	be distributed in the future when
Review	from the federal review.	they are received.
	Many faculty members are trained and it takes a lot of time and resources for them to	
	conduct the reviews. The question was raised if this process might not be better done by	FSAC recommended that UME
	fewer trained HR staff. Requested an overview of the entire process.	examine other models for
	Dr. Wright commented that if this is an efficiency issue, he would welcome suggestions for	completing the Internal
	improvement in the ICR process.	Compliance Reviews.
	All components of the NIFA review have not been received. However, the Civil Rights	
	review for Extension employment programs has been received.	FSAC recommends that the
	There is also a need to address the issue of faculty/staff working across county lines and	upcoming UMERS training include
	the need to have UMERS address this.	a clear description for faculty
		working in multiple counties.
	Next meeting will be December 9, 2015 – may be held by conference call	