



	<p>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.</p>	
Staffing Plan Update	<p>The Administrative Team met to put together a work sheet for critical hire. Some of the questions for the plan were:</p> <ol style="list-style-type: none"> <li>1. Staffing of the clusters</li> <li>2. Dealing with continuous need of re-hire</li> <li>3. Discussion of a plan of action to fill the needs of the state</li> <li>4. The upcoming vacancy at the WYE of 2 Administrative position and a Business Manager.</li> </ol> <p>Some questions that arose from the discussion were:</p> <ol style="list-style-type: none"> <li>1. Who was on the Administrative Team? <b>Dr. Wright said, Dan Ramia, Barbara Duncan, Teresa McCoy, Brad Paleg.</b></li> <li>2. What positions will be in consideration first? <b>Faculty vacancies first.</b></li> <li>3. Will the FSAC receive a copy of the draft to review? <b>Yes, along with AED and Program Leaders.</b></li> <li>4. Jackie Takacs asked if the program leaders should be asking the faculty about the holes that are needed to be filled? <b>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.</b></li> </ol> <p>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.</p> <p>After much discussion two (2) suggestions were made:</p> <ol style="list-style-type: none"> <li>1. That the faculty had input on the staffing plan.</li> <li>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.</li> </ol>	
Mentoring	<p>Dr. Wright recently learned that the guidelines for tenure track mentoring had not been made available on UME Answers.</p>	<p>Gary Felton will work with DeeDee Allen to make sure that</p>

	<p>Dr. Wright mentioned that Program Leaders have been tasked with assigning mentors for all new tenure track faculty.</p> <p>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.</p> <p>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..</p>	<p>the on-line documents are available.</p> <p>Faculty will be advised when the documents are launched via memo, Newslite, and discussed on Admin Monday.</p> <p>Ann will send an e-mail to Andy Lazur to ask about how professional agents can be involved in this process.</p> <p>Debbie Ross and Karol Dyson will explore what Chi Epsilon Sigma has to offer and will report back at the next FSAC meeting.</p>
AED Input Form	<p>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.</p> <p>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 input for those they supervise.</p> <p>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.</p>	<p>Brad Paleg will make the decision regarding how he will gather input from field staff regarding AED input.</p> <p>Dr. Wright suggested that an e-mail be sent with the questions regarding AED input into the faculty review. He will refer it to Barbara Duncan for a determination.</p>
Annual Faculty Review	<p>There are examples from other organizations with indicators for various levels of performance.</p> <p>A formulaic system is not allowed by the University. However the program leaders could develop key indicators that may help inform faculty regarding expectations.</p> <p>It was mentioned that the current AFR system does not align well with the P&amp;T expectations. The development of indicators could assist new educators in the P&amp;T process.</p>	<p>FSAC supported the request from the Faculty Assembly and highly recommends that the program leaders to develop indicators for annual faculty reviews.</p>

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