**FSAC Meeting**

**June 11, 2014**

**10:10 a.m. – 2:25 p.m.**

Present: Dr. Stephen Wright – Associate Dean/Associate Director UME

 Jocelyn Koller – UMES Staff, 4-H STEM Somerset County

 Gary Felton – UMD Faculty, Academics

 Nia Fields – West Faculty, 4-H Baltimore County

 Don Webster – At-Large Faculty, Sea Grant & Natural Resources

 Krisztian Varsa – At-Large Faculty, Sea Grant & Natural Resources

 Mary Kay Malinoski – REC, HGIC

 Karen Reddersen – East Staff, AED Lower Shore

 Ann Sherrard – West Faculty, 4-H Garrett County

 Debby Cunningham – At Large Staff, WMREC

 Bonnie Boyden – East Faculty, 4-H Charles County

 Cheryl Hill – West Staff, Carroll County

Absent: Constance Boone, Amy Rhodes, Berran Rodgers, Hee-Jung Song

Dr. Felton convened the meeting and everyone introduced themselves. It was explained that topics of discussion should pertain to Dr. Wright and Extension. Confidentiality is a must, especially to colleagues sharing topics. It was decided that one person would send an email requesting topics to all of Extension with each members email included so the requesting person can respond to anyone on the committee. The proposed agenda will be attached to the email request for topics. The minutes are posted on the website with an email going to all of Extension letting them know where to find the minutes.

**Agenda Items:**

1. Business Mobile Phone – Dr. Wright stated Extension has no policy, per se. If money is available from county funds and the phone is acquired through a UMD vendor, an employee may have a phone. All University policies must be followed. No one can be reimbursed for business calls made on a personal phone through Accounts Payable. The following questions were asked:
2. Funding – what funding sources can be used to pay for business mobile phones?
3. Following University policies, who is “eligible” to have a business mobile phone?
4. An Extension policy will need to be created to be in accordance with the UMD policy.
5. Not all counties have equal funding sources
6. Personal calls cannot be made on work phones
7. Program funds can cover what percent of phone fund?
8. Establish a committee, to include Dan Ramia, for this process to be worked out
9. Is it possible for a phone stipend (taxed) to be added to salary for business use of personal phone
10. Security software on any phone used for business is a must
11. Cost recovery forms could have these fees built in (noted that not all programs/program areas can do cost recovery)

ACTION: Recommend making a UME Business Phone policy (electronically available); Administrative team is to discuss funding, especially finding equity among all areas; FUTURE FSAC topic – funding equity; Committee will be Debby Cunningham, Karen Reddersen, Bonnie Braun, Tom Miller and Dan Ramia.

1. Ag Leader/Natural Resources & Sea Grant Program Leader Positions – The Ag Leader agreement runs out 7/31/14. Not in e-Terp to date, so entire process needs to be started. This should be starting soon.

Natural Resources and Sea Grant Program Leader was halted in e-Terp due to a job description discrepancy. This has been corrected and should be back on track again. (Nia requested this information be included in the Admin Monday update this month.)

ACTION: A committee had been chosen for each position, but with the e-Terp holdup, this will be checked on and Dr. Wright will make sure the process starts moving again. The Provost has been made aware that e-Terp is an ongoing issue.

2nd ACTION: Karen will write down the process she has used in chairing job search committees. She will work with Debby Cunningham and Gary Felton to help streamline this process by listing action items to be done in advance, such as pre-fixed pro-active dates to be saved by committee and then released if not needed. Possibly one to two dates should be on hold each month. Jocelyn asked if the onboarding process could be looked at and improved. Dr. Wright stated this should be covered in the implementation of the new Strategic Plan.

1. Is the Staffing Plan to be Revisited? – Yes – administrative cluster staffing does not match up with programming staffing. Dr. Wright would like these two to coincide with each other. Nia stated that the overall organization needs to be assessed. Dr. Wright believes the Strategic Plan w/action steps for each strategy (equaling at least 111 action steps) will do this. (Currently, there are no action steps under each strategy.)

ACTION: Dr. Wright will include the FSAC regarding how to put the implementation team together.

1. Status and Progress on Mentoring Program – Dr. Wright has read Nick Place’s notes regarding this matter. A person was hired and a document was written but never implemented; this needs to be done. ACTION: Dr. Wright is working on this. Everyone needs to be included in the plan, i.e., Tenure Track vs. FEA, Associate Agent, Program Assistant and administrative staff. The target timeline for launching the mentoring plan is by the end of 2014.
2. Results of UME Conference FSAC Survey – Nia talked about the faculty meeting and how FSAC needs to better communicate. A two page document shows the feedback.

ACTION: This topic will be included in the Admin Monday update. A proposed agenda with item requests will be sent to all of Extension two weeks prior to FSAC meetings.

There is a link to FSAC under UME Answers – Advisory Groups. Gary suggested one person send an announcement and an anonymous web form be created for responses. Dr. Wright pointed out that there are currently two faculty assemblies but we only hear from College Park faculty. Two faculty assemblies need to be hear from. Each university may have different legal governance of faculty (CP-Department, UMES-Department, UME-2 universities with 2 departments). How do they work together and the two faculties become one voice? The 1993 agreement states how two universities work as one to make Extension. The Dean at CP makes decisions for UME even though UM Extension is comprised of an 1862 and 1890 institution. We are the only university in the nation organized such that the federal 1890 funds flow through CP and are then distributed to UMES. Who is responsible for UMES to get their faculty to assemble? This was Dr. Brooks. Don Webster stated staff should be included in monthly meetings unless discussing P&T. The Plan of Organization needs to outline these steps. As the Strategic Plan begins to be implemented, the Plan of Organization will need to be revised to alight with the Strategic Plan. Dr. Wright stated staff needs to be more integral in governance and decisions. Establishing a statewide EAC will also help with this process for the external voice and external funders.

Future FSAC topic – Archiving of Extension documents. There is no history of Maryland Extension written. (this would be a good doctoral dissertation) Need to archive materials from counties and campus. Ann Turkos (contact through Gail Yeiser) is very interested in getting documents into the archives. Gary stated his department has a software that archives paperwork called UMEGS. Gary stated he could supply Sea Grant history. Need to also archive statewide committee work and processes.

Ann Sherrard stated faculty is confused about representation with at-large positions that are supposed to be taking care of discrepancies.

Future FSAC topic – Current makeup of FSAC. There have been lots of comment regarding the purpose of FSAC and topics discussed, and how there are so many committees discussing the same topics. What is the charge of an FSAC representative and relaying the information to the committee and back to faculty/staff.

ACTION: A book of processes/practices to be created and updated as changes occur to enhance UME Answers.

1. UME Strategic Plan –ACTION: Will be released in July.
2. Plan of Organization – This was put on hold until the Strategic Plan is released. A recommendation was made to return the plan to the committee to work on revamping the document so it will be in agreement with the Strategic Plan. A lot of discussion was held regarding how the process started with a committee and somehow ended with Jackie Takacs. Mary Kay stated the comments and votes on this and other subject matters needs to stay anonymous. Faculty/Staff need to know their comments DO make a difference. Dr. Wright will be doing a pulse survey after the Strategic Plan is released at least once per quarter with standard questions, current topics and comment areas with the results of the survey(s) reported to the entire UME entity.

Future FSAC topic – Reviews and comment confidentiality.

AED’s comments did not seem to be included in several faculty reviews. Others comments were not included because a person wished to remain anonymous. Some comments made were questioned, such as attendance. Extension expectations are for programming positions to be present at the office from open to close with deviation for scheduled evening meetings. However, Faculty Affairs does not share this view. Extension Faculty have the same rights as Department Faculty. Don Webster stated Extension Faculty are working with the public and the public have a right to contact faculty during business hours. Dr. Wright stated each person should be showing professionalism, trust and have each other’s best interests in mind since it can be difficult to confirm accountability. Trust and morale issues need to improve; in a perfect system, this would not be an issue.

ACTION: Recommend to reconvene the committee, replacing anyone who has left. Keep the Plan of Organization simple so “some” changes can be made without halting everything because any specific changes to the plan would need approval.

1. Mission Statement Revision – When the Strategic Plan committee was charged they were instructed the mission and impact areas could not be changed. Dr. Wright does not believe UME has a true mission statement with a purpose and reason for the organization. A Mission Statement should not change, on the future vision. There is concern regarding transparency of the plan. The Mission Statement will not be changed until the Strategic Plan has been released. Then the Mission can be changed with input from everyone. The new statement needs to capture who we are and be inclusive to all.

ACTION: The FSAC committee needs to provide any Mission Statement edits/suggestions to Gary by COB July 11th. The intent to change the Mission Statement will be an item for discussion on Admin Monday.

1. External Advisory Group for UME – What should this group look like? Discussion was held with suggestions on makeup of the committee. The original Statewide EAC was one representative from each EAC/EAB with an elected President, Vice President and Secretary. This committee was coordinated by the REDs. CLCE has been charged with getting local EACs up and running to have a state EAC. The Statewide EAC role should be advocating for Extension. Need to be sure some members are familiar with Extension. There should be Public/Social relations members who would buy-in by participating in their community through and with the University of Maryland. Be sure to include underserved populations, possibly with a United Way representative; Federal representative, colleagues/administrators from other universities. The meetings should occur Face to Face at least two times per year with subgroups meeting as needed via phone/ F2F. Program Leaders could serve as ex-officio.

ACTION: Each AED needs to give Gary Felton the makeup of each of their county EACs with no names, only the profession of each individual and their affiliation to Extension, along with suggestions of who/what representation your cluster might offer. Gary will check with Jen D./Ally V. regarding the stakeholders identified for the Strategic Plan.

1. Implementation Committee for SP – What should this committee look like and how do we prioritize the implementation? Each strategy identified in the plan needs actions steps to implement. Who is responsible for completion/accountability? There will be SP committee crossover to implementation for continuity. Dr. Wright has asked Nia Fields to stay on FSAC for at least one more meeting for continuity/FSAC knowledge. The committee makeup recommendations needs to be started now for recommendations within 30 days. The SP committee has identified a list of general expertise/skillset the implementation committee will need. There will be an overall committee with four breakout committees and sub-committees off of each of those. The college business office must be involved for distribution of resources. Nia asked if an incentive for professional development dollars or decreases in current responsibilities could be offered to help avoid burnout of people asked to serve on the committee from within Extension.
2. Endowed Educator Positions in Counties – Dr. Wright’s goal is to have an endowed educator position in each of the 24 units. The estimated financial need to be able to maintain these positions permanently is approximately $4.5 million per position. Dr. Wright has been having discussions with Bryan Magnus regarding endowment possibilities.
3. Officer Positions to be elected

Secretary – Gary thanked Cheryl for her two years in this position. Constance Boone will be asked to fill the position.

Chair-Elect – Ann Sherrard will be asked to step into this position and move up to Chair in June, 2015.

Other Actions: Dr. Wright and Gary Felton will coordinate a 5-10 minute spot each month on Admin Monday, as well articles from FSAC to be included in the monthly Newsline.

Meeting dates for 2014:

October 8 – Face-to-Face meeting from 10 am-2 pm at the 4-H Center.

With no further discussion, the meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Cheryl L. Hill

FSAC Secretary