**Faculty & Staff Advisory Committee Meeting**

**October 8, 2014**

**10:00 a.m. – 2:10 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 – Invited Guest, 4-H Baltimore County

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

Mary Kay Malinoski – REC, HGIC

Ann Sherrard – West Faculty, 4-H Garrett County

Debby Cunningham – At Large Staff, WMREC

Cheryl Hill – West Staff, Carroll County

Via phone: Amy Rhodes, East Faculty, 4-H Wicomico County (for morning session)

Excused: Karen Reddersen, Bonnie Boyden, Krisztian Varsa

Absent: Hee-Jung Song

Dr. Felton convened the meeting and everyone introduced themselves. The minutes were posted on the website with an email going to all of Extension letting them know where to find the minutes.

**Agenda Items:**

1. **Status and Progress on Mentoring Program** (Dr. Wright) – the task is to isolate what we need from the work that has already been done to cover each category of employment. Mary Ellen Waltemire was contracted to create a plan for Tenure Track (TT) faculty; however, this plan still needs to be implemented. Nia stated if you are a TT mentor, you have access to a WIKI Mentor site. Ann Sherrard was assigned as a mentor but has no such access. A person is needed to coordinate this process and make sure it is happening. Program Leaders should oversee their area hires and the Associate Director’s office should maintain the overall list.

This will be discussed in the next Admin Monday updated along with the Program Leader/AED Onboarding process to show movement is being made on this subject. The mentoring documents should be available to all on the main website→Faculty & Staff→Mentoring.

The Program Leader would focus on programmatic issues and the Asst. Director of Operations would focus on administrative operations with the Program Leader taking the lead. Dr. Wright will focus on the administrative operations for the time being.

A matrix will be created to show how the pieces fit together and an action item check-off to make sure things are getting done. It was commented to keep in mind that just because someone is tenured, not everyone is suited to be a mentor. With the minimum of two mentors, one would be permanent and one could be changed as a TT’s programs start to take shape so they can pair up with someone interested in the same area(s) they are programming in. Keep in mind if the mentee’s office/area has other colleagues for them to relate to versus offices with no other educator available.

Parking Lot - With the AED concept, there is more Admin vs. faculty mentality. A survey could be done to evaluate the AED model and the results should be vetted through this committee for evaluation or any changes to be made to this position. Since the AED position and model is not going away, an evaluation will help improve our AED system.

Parking Lot – Staff fraternity exists in other Extension systems such as the Chi Epsilon Sigma; a National Extension Support Staff Fraternity. Chi Epsilon Sigma plays a major role in staff mentoring. We should investigate bringing Chi Epsilon Sigma to UME.

It was discussed that each TT hire has a programmatic mentor and one mentor outside of their program area, and possibly an affiliate from another department or college. A description of mentor and mentee responsibilities should be reviewed and modified if needed. Then the plan will begin to be implemented for all TT employees. Jim Hansen and Dee Dee may be a great resources to help with any materials/information still needed before implementation of a new mentoring system. Gary, Mary Kay and Nia will work with Dr. Wright to make the model for TT mentoring.

**ACTION**: Committee will pull model together, including the website, and tweak the existing mentoring documents. This will be completed by the 1st of December; with the expectation of a revised Faculty Mentoring system rolled out before December 31, 2014.

1. **Business Mobile Phone** (Dr. Felton) – Debby Cunningham shared the University policy on cellular telephones and service. The committee of Debby, Karen, and Bonnie (along with Dan Ramia and Tom Miller) are to establish formal recommendation guidelines to be submitted to Dr. Wright. Inequalities of funding for current phone usage will be addressed.

**ACTION**: Committee needs to choose a lead person by the end of October and submit to Gary the written recommendations for Extension. If these recommendations do not comply with the University policy that was written in 2006, then Gary and Dr. Wright will contact the Provost office for consideration of updating the University policy or giving Extension a waiver to use what the committee writes. Gary asked the committee to try to write the recommendation in the current policy format.

Lunch break

Parking Lot item(s) – AED Evaluation, both internal and external

Dr. Wright will pursue the evaluation of the AED Model (how and when) along with a target deadline. Be mindful that the evaluation process needs to be done so input is totally confidential.

The internal AED evaluations will be due early February. The trust of being able to complete these evaluations objectively without repercussion need to be gained back.

**ACTION**: Ann, Nia, Amy and Cheryl will schedule a phone call within 4 weeks to work on written recommendations to move forward with the internal AED evaluation. The evaluation should be able to be submitted without names to one central person. That person would remove any type of identifier and forward the evaluations to the Asst. Director of Operations for inclusion in the respective AED’s PRD. The categories on the current evaluation will be reviewed and revised to fall in line with the job description. Once the committee makes recommendations, Dr. Felton will email/conference call the FSAC committee as a whole to approve the committee recommendations. This should be done by December 1st.

AED Model Evaluation for internal and external sampling. Should contact local funders to be sure AED has formed a relationship with commissioners/executive. The AED should be informing them of the benefits of the cluster model along with any relative cluster happenings/events. Ann shared the faculty assembly for UMD is currently working on an AED evaluation.

**ACTION**: the Strategic Plan Implementation team will be able to work on this as they begin to implement the written plan.

Parking Lot – Mentor program for non TT faculty and staff. The Strategic Plan Implementation team can make recommendations on this. The fraternity may be used as a staff organization support system. The revision of the UMD-UMES 1890 MOU, which is currently being worked on by Dr. Wright, can also help address this issue.

1. **External Advisory Group for UME** (Dr. Felton for Karen Reddersen) – Karen submitted demographics for all current Extension Advisory Councils/Board that were shared with her. We will have further discussion on this next year. It was asked that the reasoning for having a statewide EAC be shared so decisions could be made on possible recommendations by each unit as to who they would recommend for membership.
2. **UME Strategic Plan Implementation Structure** (Dr. Wright) – There is a central steering committee that has been formed from volunteer responses to Dr. Wright’s ask email sent out to all of UME. There will be four subcommittees. The central steering committee will be meeting October 23rd with CLOC to begin the process of implementation of the written and approved plan.

Parking Lot – Dr. Wright would like to see one location that is easily accessible for all policies and practices that would be regularly updated. This would need to have a detailed index so needed information can be found easily.

1. **Natural Resources & Sea Grant Program Leader Position** (Dr. Wright) – the committee is to meet and work on a recommendation for candidate(s) to move forward. As soon as Dr. Wright has the committee’s recommendation, he will move the hiring process forward as quickly as possible.

The Ag Program Leader position is in the eterp process and a committee will be identified as soon as the position is approved.

(Previous 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.)

1. **Comp Time** (Dr. Felton) – is comp time a wide-spread concern for field faculty; what should be considered in a comp time policy for field faculty? Extension Educators are in a professional position where you don’t clock in; you do the job until the job is done. UME is the ONLY department within the University system to earn comp time. UME has s special arrangement with the University to adjust for holidays and Saturday/Sunday programming by trading another time during the week to match the hours worked. Comp time is a bonus where educators have 30 days to guarantee the use of this time. Discussion was held on what is comp time, when does comp time start and end for the program, etc.

**ACTION**: Comp Time is a privilege and UME as a whole probably does not want to make too many waves regarding earning and using comp time. Dr. Wright will clarify the current policy with the Admin/AED team so everyone is being treated equally and fairly across the state. This will include the documentation of actual hours worked by educators versus time paid.

1. **Elect FSAC Secretary** (Dr. Felton) – with no one stepping forward to take over this position, Cheryl agreed to continue with the knowledge that Dr. Felton’s secretary can be a backup. Dr. Wright will keep this position in mind for any future hires as a possible solution.

Future FSAC Topics from prior meetings –

Archiving Extension documents

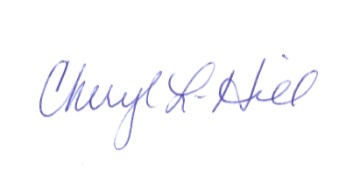
Makeup of FSAC and other groups/committees doing similar work

**Meeting dates for 2015**:

February 11 – Face-to-Face meeting from 10 am-2 pm at the 4-H Center

June 10 – Face-to-Face meeting from 10 am -2 pm at the 4-H Center

With no further discussion, the meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Cheryl L. Hill

FSAC Secretary