

FSAC Meeting February 11, 2015

Gary called the meeting to order at 10:07 a.m. at the Maryland 4-H Center with the following persons present: Bonnie Boyden, Debby Cunningham, Gary Felton, Jocelyn Koller, Karen Redderson, Krisztian Varsa, Ann Sherrard, Hee-Jung Song, Don Webster, and Stephen Wright. Nia Fields joined via conference call. Three members were missing due to illness or professional obligations.

1. **Topics for Discussion:** Two topics were submitted via the anonymous FSAC Contact Form (<https://agnrgroups.umd.edu/fsac/contact-form>)

A. *Is there an inconsistency in cluster boundaries?*

Dr. Wright Addressed this question: Currently, the Administrative boundaries are different from the original Programming Cluster boundaries. As we move ahead in the future the staffing plans will be based on the Administrative Clusters, but this needs to be officially communicated.

One of the members reported that there is an appearance to outsiders that UME looks administratively heavy. Perhaps what outsiders didn't recognize is that a program person with CED responsibilities spent a great deal of time on administration. Dr. Wright wants to look at numbers to see the percentage of time previous CEDs spent administratively vs. the number of administrative positions now. The comment was made that in addition to percentage, dollars expended on program staff vs. administrative staff that would need to be addressed.

Dr. Wright reported that he is looking at the funding percentages for counties to avoid disparity between counties in what they provide in the way of support vs. the state contribution. However funding alone does not reflect the services the county receives, e.g., other items that could factor into the comparison would be the legal consulting UME receives from campus attorneys on county situations or the ag law resources (and other 'big picture' costs) that the University provides for a county office and it does not charge the county government.

B. *There is a feeling that information from the senate, president, dean, health care, etc. is shared with departments, experiment station, and others but not Extension.*

Details on this topic are not known since submission is anonymous. However, Don volunteered to email links to the Faculty Senate Website to all faculty and staff. In general the group felt that communication could be improved.

Related to FSAC communication, the group discussed about how often FSAC should meet. The Plan of Organization indicates three times per year; however, it was shared that previous FSAC's met "as needed" via conference call or face-to-face, depending on the needs/UME situation. After discussion, the committee felt it would be worthwhile to schedule 4 meetings per year to hold the dates and drop the fourth meeting if it was not needed since it is easier to hold dates than find a date on short notice.

2. **Mentoring:** Gary presented draft tenure-track mentoring guidelines for consideration (attached). Discussion points:

- Have one person to facilitate this process. For the current term, Dr. Wright will probably be the key facilitator. Calling annual meeting, directing mentoring process. Other possibilities for facilitator: ADO, HR, one AED for statewide, or the Program Associations could provide leadership.
 - Responsibilities of this person: familiar with resources on wiki, know when new person is hired; touch base with mentor-mentee; touch base with PL to make sure mentor is assigned; and checking in with them to make sure they are touching base with the mentor-mentee pair; informing them when their forms are due; consistency among all program areas.
- Other items: Tracking Forms, Feedback Mechanism, Follow-up on process.
ACTION: Nia, Ann, Debby, and Gary will have a conference call to discuss the tracking forms and assigned mentor/mentees before Gary presents the guidelines as a recommendation to the Admin Team. This meeting will include Dee Dee Allen since she's has worked with the Mentoring process and the forms that have been developed.
- New Hire Orientation and On-Boarding - Karen reported that the AEDs and PLs compiled an onboarding document. Karen will share a copy with FSAC.
- Training – once the facilitator is identified, they would organize a training for the co-hort group; suggestion was made to utilize Juan Uriagereka as part of this training; Jeff King from OSU would be a good contact too.
- For future consideration - how this mentoring process affects campus-based faculty with an Extension appointment. If a department faculty member is the only faculty in his/her department with an Extension Appointment, they need another mentor from another department who has an Extension appointment to help them navigate the Extension portion of the appointment.
- Senior Agent Mentoring - The Faculty Assembly is looking at developing guidelines for Senior Agents interesting in applying for Principal Agent. Once developed and implemented, it would good to share the guidelines to assist with the development of the Senior Agent mentoring.
- Associate Agent Mentoring – This mentoring process should probably be tabled until the promotion process for this job title is in place. Jocelyn and Krisztian volunteered to work with Dr. Wright on this mentoring process.
- Administrative/Other Staff Mentoring – This is one of the Strategic Plan action items.
ACTION: Gary will take this to the Implementation Team.

3. **Cell Phones:** Debby, Karen, and Bonnie reported findings/options after looking into the policies at other state's Extension Services and current UMCP policies.

- The Comptroller's Office indicated that the University does not have a mechanism in place to provide stipends for cell phones. This means working within the current cell phone policy.
- After much discussion, it was decided that everyone should be made aware of the cell phone policy and is following it until such a time that stipends would be available, work-related calls are tax deductible.
ACTION: Debby will draft a note and email it to Gary to go out to faculty and staff about Cell Phone policy and work done on this.

4. **External Advisory Group for UME:** This is an item on the Implementation Team, and will be turned over to the I-Team. It was noted that Jimmy Lewis is interested in a statewide EAC, so he may be interested in serving on this committee.
- Two Models Discussed:
 1. A group of 1 dozen people who become a steering committee of the EAC; they pull together ad hoc committees to get specific issues addressed and report back to the Dean/ADAD
 2. A group of 25-30 people divided into sub-committees. This advantage is that we have more people serving as advocates for Extension. (discussed possibility of having an executive board with 6-8 people)
 - Questions/Comments:
 - How does this affect county EACs? Possibly county EACs merge into a Cluster EAC...depending on local advisory involvement/activity. Some EACs are invaluable to the local programming.
 - Former Dean had a statewide advisory council for AGNR; if this were re-instituted, how would this impact a statewide EAC? Dr. Wright doesn't see this as a conflict, but would want to see our members be represented on the Dean's group. If we put together an advisory committee, will Dean's office be upset we have a great group?
 - How you structure it? This depends on what you want out of it – clientele and political stakeholders understand our challenges; the more people we get involved, the more people can advocate for us; small issues that could go into larger issues would be beneficial; signature programs could come out of this; we could identify new clientele that we don't traditionally serve.
 - Get a group of people together that don't know extension – they will see that we don't function well and we'll need to know that going in.
ACTION: Gary and Karen will do the wrap-up on this from the FSAC to I-Team.
5. **FSAC Elections:** Gary Felton reviewed areas that will be on the ballot to have representatives for the 2015-2017 elections.
ACTION: Gary will work with IET to prepare electronic election nominations and vote in March-April.
6. **Next Meeting:** June 10, 2015 @ 4-H Center
- Agenda Item for next meeting - Follow-up on AED Evaluations

Recorded by: Debby Cunningham