

Present: Dr. Stephen Wright – Associate Dean/Associate Director UME
Ann Sherrard (Chair) – West Faculty, 4-H Garrett County
Jarrod Miller – Ag Agent, Somerset County
Jocelyn Koller – UMES Staff, 4-H STEM Somerset County
Nia Fields – At-Large, 4-H Baltimore County
Don Webster – At-Large Faculty, Natural Resources
Krisztian Varsa – At-Large Faculty, Sea Grant & Natural Resources
Mary Kay Malinoski – REC, HGIC
Karen Reddersen – East Staff, AED Lower Shore
Debbie Ross - UMD Campus-Staff, Regional IT Coordinator
Ginger Myers - West-Faculty, Extension Specialist, WMREC
Karol Dyson - East-Staff, Area Extension Director-Capital Cluster
Bonnie Boyden – East Faculty, 4-H Charles County
Cheryl Hill – West Staff, Carroll County

Absent: Debby Cunningham, Gary Felton, Amy Rhodes, Jacqueline Takacs

Ann Sherrard convened the meeting and everyone introduced themselves. The purpose of FSAC was stated and it was explained that topics of discussion should pertain to Extension.

FSAC Logistics

Membership - Discussion was held on FSAC election results and any areas that may be missing representation. Suzanne Street was suggested for UMES Staff.

ACTION: A committee (Ann S, Debbie R, Ginger M) will look at how to best represent by program area, hiring category, and clusters. They will look at how to enhance the current representation; it is important to have representatives from different hiring layers and working locations. The committee will make a recommendation for current and future committees without consideration to a specific member limit. (NOTE: it will be necessary to amend the FSAC section in the current Plan of Organization if changes are made.)

Member Responsibilities - Confidentiality is a must, especially when colleagues sharing topics and concerns. Get as many details as possible if a concern is shared with you.

ACTION: The secretary will continue to send an email to all of Extension two weeks in advance requesting topics with a one week response deadline. The website address will be included along with mention of the anonymous topic form and other member contacts that can be found on the website page. The proposed agenda will be shared with all of UME in advance of the meeting. Minutes will be sent to all committee members with a three day response period for any additions/corrections and email vote of acceptance before the minutes are posted on the website.

An email will be sent to all of Extension letting them know the minutes are posted with the website address included.

Election of Officers – nominations for Chair-elect and Secretary were held. Karol Dyson was nominated for Chair-elect. With no other nominations, Karol accepted. Bonnie Boyden was nominated for Secretary. With no other nominations, Bonnie accepted.

Communication – Communication needs to occur at every opportunity – meeting reminders for feedback, Admin Mondays, reports at cluster meetings and staff conferences. A column and/or link to the FSAC webpage will be a standing item in future *UME Newslines*. Admin Mondays should also be a standing report each month, if possible. Subcommittees will need to have deadlines to report back for inclusion in Admin Monday updates.

Meeting frequency was discussed. Quarterly meetings are scheduled for the 2nd Wednesday in Mar, June, and September with December held for a conference call, if necessary. Meetings will be from 10 am through 2 pm at the Maryland 4-H Center. If anyone has any dietary needs, please email specifics one week before each meeting to Dr. Wright and Ann Sherrard with a copy to Constance Boone.

Appointment of Interim ADO; discussion of future direction for the position

Brad Paleg is the Acting ADO for one year. A national search will take place with the intention of having someone hired when Brad's commitment is complete. The ADO position was originally designed as an Administrative Staff position. Because Tom Miller was a former regional director and faculty, faculty and staff functions were morphed into his ADO role; again, faculty functions will not be included in future ADO roles. The current ADO job description, how it will be advertised nationally, is on the WIKI. In response to concern about the ADO being a principal involved with APT, Dr. Wright stated Promotion and Tenure will be handled by Dr. Andy Lazur.

Dr. Wright announced Sara Rich has resigned her position as Mid-Shore AED effective 6/19. Dr. Wright and Brad will have a discussion on how best to fill the position on an interim basis.

Timeline for hiring Asst. Directors of Natural Resources and Agriculture

The Natural Resources Program Leader search committee held a successful interview and the committee made a recommendation to Dr. Wei. Before action could be taken the hiring freeze was implemented. The freeze will be lifted July 1 and Dean Wei will be able to move forward with the position.

The Agriculture Program Leader position description has been written but was tabled due to the hiring freeze. This position will move forward in e-Terp after July 1.

A number of positions will free up with the lifting of the hiring freeze. The plan is to move several positions forward as quickly as possible into e-Terp.

Dean Wei's term ends June 30 and the new Dean does not begin until November 1. The Provost has not shared a plan for the July 1 through November 1 interim to date. (Note: an email was shared with Extension this afternoon stating Dr. Wei has agreed to continue as Dean through November 1.)

The question was asked if an outside firm would be used to hire future Administrative Team positions. There is no plan to do so as this is expensive. Everyone should assist in marketing Maryland Extension to candidates through the job advertisement, as well as recruitment/interviews. Dr. Wright will work with Program Leaders to prioritize future positions for hire.

The question was posed whether recently announced tuition surcharges would hurt our college. Dr. Wright does not believe so at this time.

Members of the Administrative Leadership Team will begin the process of developing a comprehensive UME staffing plan June 18, with CLOC facilitating this meeting. All FTEs will be appraised regardless of appointment/location.

Questions arose regarding why some positions are rehiring Tenure-Track and others are hiring FEAs. An AED member stated funding dollars and sources drive what type(s) of position is able to be hired at that time. AEDs have struggled to fill vacant positions that may have had other/additional funding sources at one time so as not to lose county or outside funding, as well as program momentum.

The announcement of the new Dean appointment was received from the Provost the afternoon after an Admin Monday meeting. This information was not shared at Admin Monday because Dr. Wright was notified the same time as everyone else via e-mail.

Faculty Timesheets are changing due to the current software no longer being supported. Faculty will need to track their comp time since the new leave system does not record comp time. It will no longer be officially tracked through the timesheet leave system.

Dr. Wright wants to ensure that necessary information is shared with AEDs for them to bring back to their cluster offices. He wants the AED to be the center of contact for clusters whenever possible.

Follow-up on AED Evaluation

The Administrative Leadership Team did not approve the proposal provided last December 1st by the committee regarding the existing form used for Faculty/Staff input. Such a proposal violates the current Exempt Staff policy. Comments from Faculty/Staff should not have been contributing to the AED evaluation, unless requested by their supervisor (ADO). A discussion was held regarding the existing form – is it inappropriate; can it be updated; if not, do Faculty/Staff still have input? If the answer is no, we would like an explanation regarding the change as to how this has been handled in the past. The ADO is not able to be in each cluster on a regular basis and interact with AEDs so Faculty/Staff input can be informative to overall assessment of the AED work. Some AEDs feel the input is helpful but it needs to happen in a manner that is consistent with the Exempt personnel policy; what would be the correct way to allow for input from Faculty/Staff regarding the AED's performance and is there a way for the input to be anonymous?

ACTION: Ann will schedule a conference call with Barbara Duncan, the AED committee, Dr. Wright and Brad Paleg to receive clarification on appropriate procedure and report at Admin Monday in June, if possible.

Program Leader Evaluation Timeline

Program Leaders are supposed to be on a 5-year review cycle, with an opportunity for feedback throughout the UME system. The Dean and Director will determine if the person will be reappointed or reassigned. A committee is established with a survey sent out to the UME system, interviews with key people including stakeholders, and with the Assistant Director. The committee will give a detailed report on the findings and a recommendation to the Dean. There will be no reviews of this type in our unit until the new Dean is in place. Jeff Howard is the next person scheduled to go through this process, followed by Patsy Ezell and others on the Administrative Team.

Follow-up regarding Cellphones

The University policy was shared after the February FSAC meeting. Employees with University funded cellphone plans should have their records reviewed to be sure each office/employee is in compliance. The Department Chair/Director shall approve the purchase and issuance of each phone. Some local offices are able to assist with phones. In previous years this has been discussed with resulting agreement that no EAC funds should be paying for employee cellphones. The simple solution is to use a stipend system; however, the University will not allow this. The University policy is clear and needs to be followed. (copy attached)

ACTION: Cellphones supported by University funds need to be approved by an Administrative Supervisor and will be contingent upon available funds. The Chair and/or Secretary will work on a letter to be sent to the University Comptroller regarding the 2006 University policy being outdated with the advances that have occurred in cellphones over the past nine years. The letter will ask for the policy to be reviewed and updated.

Professional Track Faculty Positions

The change from FEA and other employment designations to a three-track Agent Associate system has been announced. The University has selected three terminologies for Professional Track terms to reduce non-tenure track professional position designations. This tiered system gives the opportunity for promotion to a higher rank for career advancement. The ranks will begin at Agent Associate with steps available to become Senior Agent Associate and Principle Agent Associate. For now, nothing is changing other than the current Associate Agents are now Agent Associates in the PHR system. Clear criteria for promotion will need to be developed and funding needs to be identified to create equity when this system is established. Human Resources, Program Leaders and FSAC will be involved in the development of the promotion criteria.

ACTION: Don Webster will check with the Senate Office regarding the current status and the timeline for this change to occur. FSAC recommends that when UME enters into the process of developing the policies related to this change, professional track employees from all program levels be represented along with Program leaders and HR personnel.

(NOTE: Don Webster received confirmation from the Senate Office that units will have to develop criteria for judging promotion. Committees will need to include Tenure/Tenure-Track and

Professional Track faculty, as well as Administration. Unit policy should conform to the college policy and the college policies must be reviewed by the Senate Faculty Affairs Committee. Mr. Arnold in the Provost's Office is the designated person for further information.)

Annual Faculty Reviews

A request was made for more than three rankings; it was also implied that a Bell Curve was used for these past reviews. This was a discussion at a Faculty Assembly meeting. Dr. Wright has made it clear there was no curve or other edict given to use as a standard curve in deciding performance ratings, we do not have a formulaic evaluation system at UME.

ACTION: The Faculty Assembly has had a survey distributed and a recommendation will be forwarded after the responses are compiled.

Accessing Program Funds

Accessing Impact Team initiatives and how to apply for these funds was discussed. The Program Leaders should have addressed the process at statewide program meetings since they are the "stewards" of these funds.

It was requested a standing item be put on the FSAC agenda for Implementation Team updates.

Future Meeting dates:

September 9, 2015 – Face-to-Face meeting from 10 am-2 pm at the 4-H Center

December 9, 2015 – Conference Call (if needed)

March 9, 2016 - Face-to-Face meeting from 10 am-2 pm at the 4-H Center

June 8, 2016 - Face-to-Face meeting from 10 am-2 pm at the 4-H Center with
Outgoing/Incoming Board

With no further discussion, the meeting was adjourned at 1:55 p.m.

Respectfully submitted,



Cheryl L. Hill
FSAC Secretary

X-3.06(A) UNIVERSITY OF MARYLAND POLICY ON UNIVERSITY FUNDED CELLULAR TELEPHONES AND SERVICE

Effective October 19, 2006

Purpose

The purpose of this policy is to establish a University of Maryland, College Park policy regarding the purchase, issuance and use of University issued and funded cellular telephones.

Policy Statement

University issued and funded cellular telephones are provided to facilitate the effective and efficient performance of University of Maryland at College Park official business. Departmental directors and unit heads are responsible for establishing the appropriate internal procedures to ensure compliance with this policy within their respective areas of responsibility.

Policy

- Departmental chairs/directors or their designee(s) shall approve the purchase and issuance of each cellular telephone.
- Cellular telephones shall be assigned for business purposes only.
- Cellular telephone calling plans shall be selected based upon the lowest cost plan that meets the individual business needs of the unit. Calling plans should be selected from the established University Master Contracts except when business needs justify the use of an alternate vendor. Calling plans are to be evaluated and selected per cellular telephone so as to best match the calling patterns associated with employee responsibilities.
- A review of cellular telephone usage and plans shall be conducted annually, at minimum. Each Chair/Director shall designate a responsible person within the unit to conduct the review. If indicated, changes in service plans and assignment of cellular telephones shall be made following this review.
- Personal calls should normally not be made or received on a University funded cellular telephone. If the cellular telephone is used for personal use, the employee shall reimburse the University for that use. Preferably, an employee may, in consultation and agreement with their department, determine the percentage of personal usage of the cellular telephone and reimburse the University for the cost on either a monthly or annual basis. As an alternative, many plans have the ability to add a second line, billed separately to the individual for personal use.
- Cellular telephones are to be utilized in a responsible and safe manner; conforming to network etiquette, customs, courtesies, safety practices and any or

all applicable laws or regulations. Abusive or inappropriate use of University funded cellular telephones may result in disciplinary action.

- Cellular telephones should not be used for University business when standard University-provided telephone service is readily accessible. A cellular phone may be used when the cost of the landline use exceeds the cost of cell phone use.
- Cellular telephones must be secured at all times. All losses shall be reported no later than the next business day.
- Employees may be held liable for lost, stolen or damaged University-owned cellular telephone equipment.
- The cost of additional services, including "Operator assisted" calls, such as person-to-person, credit card calls, and directory assistance (411), and "downloads" from a University provided cellular telephone except for other than business use must be reimbursed to the University.
- All records of University funded cellular telephone purchase, issuance, and usage are the property of the University of Maryland at College Park. Such records may be provided to the appropriate authorities when there is suspicion of wrongdoing. Records may also be provided upon request in personnel actions to appropriate University officials.
- Upon separation from the University, employees must return all University issued cellular equipment.
- Individuals found in violation of this policy will be billed for costs related to personal use of cell phones and will be expected to reimburse the University. Continuing abuse of the policy may lead to disciplinary actions.



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University of Maryland Cellular Discount Program

Cellular wireless services and equipment are now available from Sprint and AT&T Mobility to the University of Maryland, College Park community. These services include university accounts as well as those for students, faculty, staff, and alumni. These plans are also available for all University System of Maryland institutions. Services and equipment include cellular telephones, cases, batteries, power cords, chargers, airtime service, text messaging, voice mail, email, caller identification, Web access, etc. Telephone devices encompass basic, standard, and advanced levels of equipment.

Each vendor is extending discounted pricing to the entire university community, with actual discount levels based upon the type of account, equipment, and level of service desired. For more information on the University Master Contracts that provide these discounts, please visit www.purchase.umd.edu.

To place orders online, visit www.cellular.umd.edu. You can place personal orders through the contacts below. Orders for university business use must be placed by designated Department Cellular Representatives (DCRs) who serve as the primary contact with the cellular vendors. To register to be a DCR, you must complete the DCR Form and have it approved by your department head or designee. Contact the NTS Service Center at 301.405.4400 if you have any questions concerning cell phone ordering procedures.

Sprint

Personal accounts are eligible for the following discounts:

- 15% off ALL Consumer rate plans IDEN or CDMA, which can be viewed at www.sprint.com
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For personal accounts, please contact


Idris Palmer
Sales Consultant
office: 301.220.0310
mobile: 301.910.5223
ap7208@att.com

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Personal Order Requests
MarylandOrders@VerizonWireless.com
New Orders / Order Tracking

- 15% discount for university employees and staff
- 25% off of accessories

available (CDMA Sprint accessories are not eligible)

 \$36.00 activation fee waived on new accounts IDEN or CDMA

Visit www.sprint.com/mdpubhigheredemployees to order service or add the employee discounts.

Billing Issues or Rate Plan Changes:



1-800-390-7545

For university phones and accounts (new orders, upgrades, price quotes, schedule meetings), contact

Olivia Fredericks
Public Sector Account Executive
202.553.4180
Olivia.Fredericks@sprint.com

Please mention FAN # 2405242 to start receiving your personal discount.

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-  15% off ALL Consumer rate plans, which can be viewed at www.wireless.att.com
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Michael Arrington
Account Manager - Higher Education
443.794.2456
ma6568@att.com

Customer Service

Marques Ferguson

Account Liaison
800.295.1614 ext. 5027

– For billing questions and basic account maintenance, please email stateofmd@verizonwireless.com

*** Please be sure that the subject line of your message begins with University of MD Marques Ferguson ***

For university accounts:

Jason Wood

443.827.5032 (Phone)
301.362.3851 (Fax)
Jason.Wood1@VerizonWireless.com

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Last modified: Friday, April 11, 2014
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