UMEA Board Meeting  
August 24, 2011

Members present: Melissa Bess – secretary; Susan Mills-Gray – president; Cindy Zluticky – treasurer; Kathy Macomber – 2nd vice president; Amie Scheicher – president-elect; Vivian Mason – 1st vice president; Donna Taake; Jim Meyer; Lynda Johnson; Wilson Majee; Mary Gosche; Marcia Shannon; Renette Wardlow; Lisa Wallace; Rebecca Travnichek; Michael Ouart; Beverly Coberly; Rhonda Gibler; Johanna Reed Adams; Linda Rellergert; Wendy Brumbaugh; Joe Koenen; Kara Lubischer; Todd Lorenz; Janet Hackert; Wayne Prewitt

Susan Mills-Gray called the meeting to order at 9:00 a.m.

**Administrative update/dialogue with UMEA board – Dr. Ouart, Bev Coberly, Rhonda Gibler**

Question from July (see follow-up question below): Field faculty are active in writing grants, what is the incentive for writing grants? Regarding the administrative costs (28%), could part of that be given to the county? There is a policy that part of grant money given back to campus to program directors? How is that money being used to support programs, etc?

Rhonda Gibler – it is rarely the case that 28% is collected, usually lower is collected. After F&A (facilities and administration costs) is collected, the campus keeps a portion, from what is distributed to the Extension division a portion is given back to program director (25%) and the remainder is part of overall general operating funds. Information is given to program directors about who the PI is, sometimes some of the funding is given back to PI. At a central level – we use the returned F&A in the same way as other general operating revenues (e.g. state and federal Smith Lever). This is one source of revenue to underpin our organizational programmatic infrastructure, toward the highest priority programs of the organization. For FY11, the F&A number is 1.3 to 1.6 million dollars, a portion went back to program directors and the other went to support underlying general operating expenses. Incentives – Grants and contracts were the only part of our budget that grew last year. Our objective is for grants and contracts to help keep moving us in a strategic direction, revenue generation helps the organization overall. A team of individuals looked at incentives for grants, one conversation was how do we decide that grants move the whole organization forward, rather than individuals pieces of the organization and therefore how to do provide incentives that support teamwork and the individual rather than being divisive. (F&A rates are based on calculations that show the actual costs that it takes to handle on grant.)

Follow-up question: Can field faculty write into a grant a portion of their salary? If so, what is the incentive? If so, can the cost sharing be given as professional development?

Rhonda - That is common, it is one of the things we count on happening in putting our budget together. That helps keep a larger amount of field faculty positions, part of our infrastructure. Largely happens when field faculty are connected with campus faculty, when an appropriate priority. Sometimes they happen at the county level, but this is a little more complicated but arrangements can be worked out if county holds the grant. The benefit to individuals is that revenue generation is an expectation and can be used in evaluation criteria as well as showing revenue generation in NTT process. One component of incentives is looking at grants and if part of salary is covered by grant. The expectation is that individuals are involved in revenue generation and for many grants are the main way they can demonstrate their involvement. For others revenue generation will be fees, gifts or county funding continuity efforts.
Dr. Ouart’s updates –
1. Yesterday afternoon a video clip was taped by Marcia Shannon and Dr. Ouart so look for that coming up (September 1). Topics: Process of selecting committee member from HES for NTT, committee’s actions and changes and Adobe Connect trainings, congratulations to those who received rank in the first cycle. The next cycle is open for NTT rank, deadline is November 1.

2. Federal budget - grim outlook, about 16% overall lower depending on which line you look at. Now in the Senate, we hope we will get treated better in the Senate. Senate is typically more generous in the budget and they have more money to work with than the House. Will probably be a negative number when it comes out and will try to go to Washington when that comes out, to get a better deal than we got out of House. Budget will probably be marked up after Labor Day then will go to conference. We should expect continuing resolutions for awhile yet, maybe even up to election.

Beverly Coberly’s updates:
1. CPD revitalization committee - August 30 next training, details of pilot counties. CPD and RD will come up with a plan and meetings will occur with faculty and staff, letter to council to describe process. Adobe Connect in November, face to face in February and then face to face evaluation at end of process. Authority and responsibility are the questions of the pilot.

Question: Are CPDs involved in evaluation of faculty in the pilot counties, and will staff have opportunities to evaluate CPDs? Will it be a structured evaluation?

We would like CPDs to be involved in total program efforts of counties, which would involve them in giving input into faculty and staff evaluations. On the reverse of that, if faculty and staff wish to give input into evaluations for CPDs, that could be given to RDs. We don’t have a structured evaluation but we would expect CPDs to attend programs of faculty and staff in that county for added input. We may want to take this into consideration for the committee.

Question: Who are the pilot counties?
Counties where CPD are supervising faculty: Benton, Franklin, Lincoln, Daviess, Jackson
Counties were CPD are supervising staff: Clark, Harrison, Dade, Butler, Jasper

2. Extension state council will be bringing an initiative to regional councils in September – encourage councils to attend these meeting. They want to talk to as many council members as possible at these regional meetings.

Rhonda Gibler’s updates:
Benefits – I am the system-wide benefits committee representative. Costs continue to rise for the current health care system. Previously the University was able to use some one-time resources to help keep premiums lower, last year there was an increase and we expect an increase again this year. The final numbers aren’t in yet, final negotiations are happening, but these will increase January 1, 2012. A couple strategies will be employed this year, some incentives will be given for people to increase their health consciousness, you will see these when they come out. The numbers would have been higher or went up more had we not had those one-time resources to help soften the blow in previous years. We don’t have a final number on this increase right now. We may see more information from Curators about the retirement plan, but the commitment is that the University will not impact current plans that
faculty/staff are in, anything new would be effective for new employees. New plan would start in October of 2012; as the earliest a new plan would be launched. The change would be for new employees, not current employees.

Question: How is the transition going for the electronic version for travel reimbursements?

We are still looking at October 1, 2011 date for out-state conversion, no reason at this time to think differently.

Approval of board minutes of April 13, 2011
These were sent out via email at the start of today’s meeting. Vivian Mason made a motion to approve the minutes. Beverly Maltsberger seconded the motion. Motion carries.

Approval of financial report
Cindy Zluticky gave a small discussion about the treasurer’s report. We have cashed out both our CD’s and deposited $13,000 in a Distribution Account tied to the UMEA Endowment with the University of Missouri. UMEA is now correctly Incorporated and on file with the State of Missouri. We are still working on getting access to UMEA funds at Fidelity. We completed the paperwork but did not include all of the information required so have to redo the forms. I have spoken to them and we should be able to get resolved in the next month. Professional Development will be awarding $1250 for scholarships this year for a total of $3000 this year. We currently have 161 members, highest number since 2000 or before. A correction needs to be made to treasurer’s report that CD cashed says 3011, needs to be changed to 2011. Jackie Rasmussen has made a motion to approve, Wayne Prewitt seconded the motion. Motion carries.

State committee reports
Nomination and Awards – Randa Doty could not attend but sent Susan an email today. The committee would like to ask each Board Member to encourage membership to nominate yourself or colleagues for UMEA awards; the information is on the UMEA website, due on September 2. We also need to start thinking about candidates for officers, information will be sent out soon.

Professional Improvement/Staff Benefits – Meridith Berry is not on the call today and has not sent a report, nothing to share.

2011 Galaxy Conference – Joe Koenen gave the report. The committee is meeting tomorrow and Galaxy will be held on November 1 and 2. At the meeting tomorrow, we will finalize session and complete agenda. Keynote speaker (Anna Mae Kobbe) is set already, she is excited about coming. Registration information will be coming out next week or if not, in 2 weeks.

MU Extension Day @ September 17 Tigers football game update – Lisa Wallace gave the report. There are 62 people signed up for the tailgate, will start at 3:30 pm on September 17 in the Hearnes Center. If you have parking concerns, go to UMEA website and that will give you a map of the places you can park for free. Most of the parking around the stadium is already reserved. If people are still interested, people can still send their money by Friday, August 26, our space accommodates 75 people so we could take a few more. Send an email to Lisa or Dean Larkin before you send your check to let them know to expect it. You can order tickets regardless of the tailgating, that form is due August 31. Thank you to the committee for working on this effort.
State Association reports

MEAFCS – Renette Wardlow gave the report. We have 15 people attending the NEAFCS meeting in Albuquerque in September. In November, we will have new officers. Changes in membership fees at the national level, by-law changes, and a new initiative called the Branding Effort.

MAE4-HYW – no report.

MAEP – no report.

UECRDA – Beverly Maltsberger gave the report. The new name is Missouri Association of Community and Economic Development Extension Professionals. Awards are due to Chris Shoemaker, applications are on webpage. National meeting will be May 2012 in Utah next year.

ESP – Johanna Reed Adams gave the report. We have been meeting monthly and now working on awards. The award information is on the website, they are due September 15 to Vera Massey. We are also working on the ice cream social for Galaxy and have gained a few new members. Johanna and Karma Metzgar are going to the national ESP conference, Karma is the incoming president. We are also updating by-laws.

New Business

Proposed bylaw changes – Amie Schleicher gave some information. The bylaws committee (Dean Larkin, Cindy Zluticky, and Amie) has worked on updating some outdated bylaws and things that needed to be corrected. Those proposed changes will be sent to the Executive officers to gather input and then shared before Galaxy so everyone can review and then we will need to vote on those at Galaxy. The bylaw changes are mostly just a clean-up and changing the treasurer and that committee reviewing the Professional Development award applications (switching that to Professional Improvements and Staff Benefits committee). Previously the Professional Improvements and Staff Benefits were reviewing those applications, but this year it was done correctly according to the bylaws (treasurer and the committee listed in the bylaw). The bylaws state the guidelines for sending those to entire membership prior to Galaxy conference.

The active list of members is on the UMEA website and is accurate and up-to-date. If your name isn’t on there, need to follow-up with Cindy Zluticky. The membership form will be posted to the UMEA website so it can be shared with regional colleagues to encourage them to join UMEA. A suggestion is that this could be shared and attached to the email when the Galaxy information is sent out so that will be done. Cindy Zluticky needs to hear from the State Association presidents if dues are changing so the form can be updated. Regions and campus need to start determining their regional board members and committee members in September and October.

Marcia Shannon – NTT committee chair – gave reminder about the Adobe Connect trainings, the previous ones have been recorded. Deadline for dossiers is November 1, let Marcia know if you need a Sharepoint site. The HES committee position has been filled and confirmed at this time, it’s Marcia Alexander. There have been a few formatting changes, hopefully not as cumbersome and not a daunting task to add this information. The NTT website has been changed with some of the updates and will continue to have changes, hopefully this will help improve the process. Marcia has done a great job with Adobe Connects. Thank you to the NTT committee members.
Last board meeting prior to Galaxy, Susan wanted to thank the board and officers for their support. Next meeting will be September 20, the board will meet with Extension administration. Thank you to Susan for her leadership for UMEA this year.

Susan Mills-Gray adjourned the meeting at 10:27 a.m.

Respectfully submitted,

Melissa Bess, secretary