UMEA Board Meeting minutes  
Wednesday, June 27, 2012, 1-4pm  
Adobe Connect

Members present:
Amie Schleicher – president; Melissa Bess – secretary; Cindy Zluticky – treasurer; Kathy Macomber – vice-president; Susan Mills-Gray – past president

Bethany Schindler, Karma Metzgar, Mary Gosche, Sarah Traub, Kay Sparks, Jim Meyer, Nellie Lamers, Kandace Fisher-McLean, Janet Hackert, Kent Shannon, Lisa Wallace, Pat Miller, Shaun Murphy, Marcia Shannon, Lynda Zimmerman

Amie Schleicher, UMEA president, called the meeting to order at 1:00 p.m.

Amie reviewed the agenda. She has one small change to the agenda; Kay Sparks has to leave early and can mention plans for the silent auction and the MAE4-HYW report before she has to leave.

Silent auction at fall conference - Kay Sparks and Richard Proffer are meeting Tuesday, July 3rd to discuss the silent auction and will report back at next UMEA Adobe meeting. Please send any suggestions for the auction to Kay or Richard.

Melissa presented the minutes from April 24, 2012 board meeting. Jim Meyer made a motion to accept the minutes as written. Pat Miller seconded the motion. The motion was approved and the motion carried.

Cindy presented the treasurer’s report for June 27, 2012. We have 171 paid members so we are over our goal. UMEA paid out a couple professional development scholarships this month. Cindy updated the UMEA Articles of incorporation (1 year update) and filed with secretary of state. The checking account balance is $5,544.59. Cindy has not received the bill from the tailgate for 2011, Lisa and Cindy can discuss this after the meeting. Jim Meyer made a motion to accept the treasurer’s report. Kay Sparks seconded the motion. The motion was approved and the motion carried.

Amie reviewed the questions and UMEA members added a few additional questions for meeting with MU Extension cabinet.

Dr. Michael Ouart, Bev Coberly, and Dr. Rhonda Gibler, MU Extension cabinet, joined the meeting.

Questions and comments:
Faculty in some regions have seen a new performance review document while others have not. If our performance is going to be judged using a new form next year, I don’t think it is fair or even ethical that we don’t all have a chance to see it. We should have had this at the beginning of the new performance review year, not when we are already several months into it.

Beverly polled all the regions to see what the process has been. The position description and performance expectations document was changed in March/April. The RDs and PDs worked on the new document. The RDs were to tell faculty to expect this document. Some showed the draft document, some talked about during performance expectations. The final document wasn’t adopted until the last RD and PD meeting. Melinda Adams sent an email to RDs on Monday, June 25 to notify them of the final document. It should be going out now and will become effective on July 1, 2012. It is on the HR website under performance evaluations. The past document had 13-14 criteria and the new document has 10 and framed
the wording into how we are currently working in our organization. The prior document needed to be updated with how we are doing our current work.

**Budget update:** Dr. Ouart – the biggest news is that the governor did sign the state budget and Extension was treated as the rest of higher education. He accepted and signed the document coming from general assembly as flat budget and he chose to withhold 1% ($247,000 for Extension). We can manage that. An automatic 3% is held administratively. That’s where we believe we will be starting July 1, 2012. There is a possibility that 1% could be released as things get better. The governor felt like he didn’t believe the projections the legislature was predicting (lottery revenue) so he chose 1% withholding. Once the election is over, there could be other change or withhold. Right now, 1% being handled as withhold. It is disappointing because no increase or not flat but positive note is that budget is not the original 12.5% cut.

Senate has marked up federal budget for us to make flat, the appropriations committee in House has marked that up. We expected small cuts, the 2.7% on $10+ million dollar budget. Federal budget similar to last year in that the Senate came flat and the House had small cut and hoping it will be treated in conference committee similar to last year when they went with Senate numbers.Flat budget = continuing resolution is a possibility (it’s an election year). There is a lack of movement from Congress on deficit, concern that it could be across the board cuts and could be an issue. It is thought is that this won’t be dealt with until after election. There is not a lot of clarity on the federal budget at best, but the thought is that it could be flat or a possible cut.

County budgets - 3.8% cut overall. We will continue to see flat or declining appropriations on county, state, and federal. We must continue to work on revenue generation because of these flat and declining numbers.

**Salary picture** – Rhonda gave an update. We have to finish balancing and putting together the budget before we receive final numbers. We put budget together assuming 7.8% cut. We are conservatively covered, the downside is we are not filling positions like we want to, but at least we are not hiring people we cannot support.

Salaries are lower than we would like them to be, this is not just an Extension issue, it is a University wide issue. The four campuses are each individually taking their own salary processes, so we may hear some of this information out there. Our salary information goes along with University of Missouri- Columbia campus. Each division in operating units should strive to have no less than 2% increase in salaries, based on last year’s salary base. Revenue from this will be based on 2% target; these are merit-based raises. It is difficult to still get enough revenue to cover salary pool. The raise pool should average 2% of total salary expenditure, but this is merit-based and not a cost of living increase.

Benefit costs will be going up, we don’t have precise numbers but Rhonda sits on benefit committee. Experience is that medical is higher, increases more than average on market numbers. The committee is spending a lot of time deciding the balance on how much gap can be covered in increases in premium or targeted changes in benefit structure (users pay more). It’s hard to estimate at this point. The employer pays an additional 2% for benefits on total amount of salaries starting July 1, 2012. The total is 4% including this increase and 2% merit-based raise on total salaries.

*Will there be professional development funds available (a change in policy for those attending a conference but NOT presenting)?*

This hasn’t been dealt with at this stage, but the cabinet is willing to discuss and get back to us on that. They would be interested in feedback from UMEA and we are still trying to curtail expenses. The benefit of having the policy is that we have had an increase in the amount of people who are presenting, helps with NTT process. The NTT process is one way they can provide salary increases, there is $150,000
coming in to provide those increases from provosts office. They would like to know the UMEA members’ thoughts. UMEA board will continue to discuss this in new business at this meeting and share with cabinet.

Will positions that are currently frozen soon be opened for advertising, including YPA positions? Attempting to take a look at budget and staffing process in a different light, working on details having conversations with chancellor and provost. A meeting is set in early September, looking at ways to get around the freeze and ways we can open up positions. They understand we have key needs for open positions, both faculty and paraprofessional positions. Rhonda hopes we can open some vacancy shortly after that but will still be examining budget very carefully until after election.

Other benefits: Rhonda – they are changing the system on supplemental tax-deferred retirements. We can meet with someone one-on-one to make those decisions. If you have questions, ask Rhonda. Participation is very low – less than 25%. October 1, there will be a change for new employees with a different retirement plan.

NTT update – 2nd cycle is successful, one appeal is still out. The total is 40 faculty at this point. Very close to being on target with where we thought we would be. The system is being improved as we go, each year. Expect good applications for next cycle. We have one of the more rigorous processes out there, so any concerns with that have been dispelled. The committee has not only worked hard on both the applications but also the policies and procedures. One big change – previously there was a five year window for current employees to come in at any rank. After 5 year window, you would have to come in at assistant level only. Change is that if you were employed when the system went into effect, the window has closed and now you can come in at any rank.

Council to campus update – Event was held on Fri and Sat, June 22 and 23 with 120 people registered. The event went very well. There has been talk to include new faculty as part of the event in the future. Don Phillips, state representative from SW MO, talked about how to tell story to legislators. Other topics: Public value, building trust, etc.

Committee reports
- Finance – Cindy Zluticky gave the report. The committees need to submit budget requests to finance committee to be included in UMEA budget. The budget will be approved at the annual meeting (fall conference). Cindy needs this information in August. New budget year will be Oct 1 - Sept 30.
- Professional Improvement & Staff Benefits – Shaun Murphy gave the report. The committee is getting ready for the next series of professional development scholarships; they are due on August 1st. The UMEA website has been updated with the new guidelines for professional development scholarships. The plan is for those individuals who received professional development scholarships this year at the UMEA annual meeting at the fall conference.
- Awards – Amie gave an update for the committee. The awards committee has been working on the UMEA awards for 2012. The committee is updating the UMEA awards forms and will send request for applications out in mid-July. The due date will be August 31. UMEA Awards: Rookie of the Year, Outstanding program, Meritorious Service. They are also working on sponsorships for those awards. Lisa Wallace gave an update on the statewide awards, the information has been sent out and they are due on August 10. Email Lisa Wallace with questions.
- Nominations – Susan Mills-Gray sent out an email on June 20 to let everyone know we are seeking nominations for UMEA officers: vice-president and treasurer. As of right now, we have one candidate for treasurer – Cindy Zluticky is willing to run for another term. Please send any potential nominees to Susan by August 30.
- Legislative Day – no report.
- Tailgate – Amie has visited with others this week, but there is no update at this time. There is no update on tickets and the Shack at the Student Center is still on hold. There was confusion after the last board meeting on what was decided and what the intent was on that event. The board should make a motion to clarify how they would like to proceed with the event. It wasn’t clear if the board wanted to move forward with the event period, or if we wanted to wait on availability of group tickets. Discussion - Jim Meyer suggested that because we already have facility reserved, to proceed with event (may not be as ideal as last year) this year and take a look before we decide for next year. It is an opportunity for retirees to get together and some people may already have tickets, if ticket discount is not available. Cindy Zluticky agreed. Nellie Lamers made a motion to go ahead with tailgate plans, however it works out (with or without tickets). Lynda Zimmerman seconded the motion. The motion was approved and the motion carried.
- Fall conference/annual UMEA meeting plans - Susan Mills-Gray gave the report.
  Tentative schedule:
  Monday, Oct 29 – registration at 9:30, conference starts at 11:30 with welcome and lunch. Tom Henderson will give a presentation on history of Extension in the afternoon session on the 150th anniversary of the Morrill Act. ESP will sponsor ice cream social during afternoon break. Then, there will be a panel discussion introducing five thematic goals. Monday evening is banquet and system wide awards.

  Tuesday morning – breakfast and keynote speaker. Breakout sessions built on five thematic goals, RDs will work with faculty to make sure everyone has an assigned session.
  11am – 1:30 pm UMEA meeting and lunch, suggestion is that we have special line for lunch buffet for UMEA members so we can get lunch and begin meeting. Original plan was to provide boxed lunches for lunch to give us time to do UMEA awards and annual meeting, but conference does not suggest this due to quality. Susan took a casual vote and it was decided that we have a dedicated line (or lines) for lunch buffet for those attending UMEA meeting. Tuesday after noon - One 2 hour workshop on core competencies (learning styles, reaching new audiences, coaching, professionalism, social media, success in community programs, community emergency management program, revenue generation, webinars, etc are some of the offerings). Tuesday – professional association meetings at 3:30 pm with dinner on own. Tuesday later evening – 50’s style sock hop, UMEA silent auction culminating that evening.

  Wednesday morning – ESP breakfast or separate breakfast area for others then one 1 hour workshop – similar to Tuesday on core competencies
  10:15 keynote speaker to close conference
  11:00 adjourn

  August 1 – will release confirmed program with registration beginning soon after that date. Susan will work on asking about staff photos and updating ID cards. Everyone (including paraprofessionals) will participate in the same tracks during conference. Conference office will attach ribbons to name tags for UMEA. Amie will have a year-in-review at the annual meeting and will share tentative agenda at next board meeting.

  Professional association reports
  - ESP – Karma Metzgar gave the report. Alpha Tau chapter of Epsilon Sigma Phi is preparing for the national meeting in Mobile AL in early October. Mark Stillwell will be installed as president at that conference and he will serve through Galaxy in Pittsburg. Exciting for our chapter to have the national president. Our chapter also received one of the ESP mini-grants for professional development. This will be used to bring in a social media strategist with eXtension to speak at one of the professional development/core competency sessions at the fall conference.
MACEDEP – no report.

MAE4-HYW – Kay Sparks gave the report for Bob McNary. State 4-H Teen Conference held in April 21-22 with 359 participants and State 4-H Congress on May 30 – June 1 had 344 participants attend. Both were the largest conferences so far and with Teen Conference we are looking for another venue to house all the youth for 2013. 4-H staff has been busy with summer activities of 4-H camps, Achievement Contest Days, Clover kid camps, county fairs and all the other specialty conferences and camps. Our National NAE4-HA Conference will be October 21-25 in Orlando, FL and many of us plan to attend.

MAEP – Amie Schleicher gave the report for Kent Shannon. National meeting will be held in Charleston, SC on July 15-19 and 24 will be attending with some presenting and posters. Explore Missouri event for MAEP members (5th year) led by Wayne Prewitt (past-president) held session in Nevada, MO was last week and 30 attended the event.

MEAFCS – Sarah Traub gave the report. Gearing up for annual session, last week of Sept in Columbus, OH. Some members will be presenting. Will be selling micro-pique shirts again at the fall conference, samples will be available.

President’s report – Amie attends the State Extension council meetings monthly. They are interested and appreciate the support of UMEA. Last meeting was before council to campus event, discussion was on districting law. While that did not happen this year, they are excited because there is more support to make this happen next year. Amie hopes that everyone will consider awards, board membership, or as an officer to stay involved in UMEA. NTT promotion system has had positive impact on membership, but also hopes everyone stays involved not just for this but also because of the value and many opportunities of UMEA.

Old business
- UMEA newsletter – Kathy Macomber sent this out last week.

New business
- Board and committee members for 2012-13 – we need to start working on the new slate of board and committee members for upcoming year. This is one of Vivian’s roles.
- Board meeting on October 24 – week before fall conference. Discussion was held on if we need to keep this meeting date. We will table this until the next meeting and decide in August.
- Extension Professional development scholarship discussion (approval to attend meeting when NOT presenting) – discussion - a suggestion was made to appoint a subcommittee to work on this, either new committee or assigned to Professional Improvement committee. Amie appointed a committee and would like this committee to move quickly because cabinet was open to suggestions. Lynda Zimmerman, Janet Hackert, and Mary Gosche volunteer to be on this newly formed committee. This committee should plan on having something drafted for August board meeting.

Jim Meyer made a motion to adjourn the meeting. Janet Hackert seconded the motion. The motion was approved and the motion carried. The meeting adjourned at 3:10 p.m.