UMEA Organizational Meeting
Wednesday, January 23, 2013
10:00 a.m. to 3:00 p.m.
Stotler Lounge, N103 Memorial Union

Members present

Guests
Cynthia Crawford, Dennis Gagnon, Bev Coberly

Vivian Mason, UMEA president, called the meeting to order at 10:00 a.m. The group did introductions and Vivian made some opening comments.

Vivian introduced Dennis Gagnon - Director of Communications and Cynthia Crawford - Director of Donor Education. Both shared a little bit about themselves and gave an overview of their responsibilities and goals. Cynthia asked UMEA members to contact her with ways that can make a difference or be meaningful in regards to donor education. Dennis said the immediate challenges are internal communication and marketing Extension.

Melissa Bess, secretary, presented the UMEA board meeting minutes from October 24, 2012. Lynda Zimmerman made a motion to approve the minutes. Kathy Macomber seconded the motion. The motion was approved and the motion carried.

Cindy Zluticky, treasurer, presented the Treasurer’s report for 1/24/2013. UMEA made $1,241.09 from the auction at fall annual conference. We had planned to take $3,360 from savings, but ended up about $280 ahead. We have 177 members (176 paid members as of 1/24/2013 and 1 life member). In 2012, we had 173 paid members. Bob McNary made a motion to approve the minutes. Rebecca Travnichek seconded the motion. The motion was approved and the motion carried.

Vivian shared the questions for administration in preparation for meeting with administration. We have 10 total questions for our discussion this afternoon.

Committee reports
- Finance – Cindy Zluticky gave the report. She discussed the Professional Development Distribution Account. The general account balance is $13,000 and the professional development account is $7,805.66. We want to combine both accounts so the money can be for professional development scholarships and UMEA operations and still earn interest. The $13,000 is not currently earning interest. We need to change the wording to on the Professional Development Endowment Account under Endowment Account B: The distribution will be used to support UMEA members seeking financial assistance for professional development opportunities and for approved support of UMEA operations. The motion was made by the Finance Committee. The motion is approved and the motion carried. A motion was made by the Finance Committee to move the $13,000 from the operation account (general distribution account) into the distribution account (with the
The motion was approved and the motion carried. The Finance Committee worked on the budget for 2013. Total expenses are $13,780 and total income is $13,780. This is due to a balance transfer of $2,980. The Finance Committee made a motion to approve the 2013 budget. The motion was approved and the motion carried.

- **Professional Improvement & Staff Benefits** – Sarah Denkler (chair) gave the report. Rebecca Blocker is the vice chair. Professional Development scholarship applications are due on February 1, 2013. Sarah will send the date and information to the MU Extension Insider. Some wording was changed in the application document (see UMEA Professional Development Award document at the end of the minutes).

- **Awards** – Jennifer Schutter gave the report. The committee is keeping the awards – 2 Meritorious awards, 3 Outstanding Program, and 2 Rookie of the Year. The applications online need to be updated. The criteria will be the same with one minor change – change wording of the document with the due date to be “the award year” instead of the actual year, to keep from updating it every year. The award applications will be posted earlier in the year so they can work on applications earlier than waiting until August.

- **Nominations** – Amie Schleicher gave the report. In June and July, they will be soliciting nominations for vice-president, secretary, and treasurer.

- **Special Committee Report: Policy and Procedures for attending/presenting @ prof. meetings** – The group has completed their progress and we will discuss at the board meeting in February.

Pat Miller made a motion to accept the recommendations made by the committees. Patrick Byers seconded the motion. The motion was approved and the motion carried.

**Professional association reports**

- **ESP** – Julie Middleton gave the report. ESP sponsored two sessions, ice cream social, and a booth (global relations) at the fall conference. All were well-attended. The group is looking at another fundraiser to help buy the national plaque at the national meeting for Mark Stillwell, about $2,000. They are sending a member to JCEP and PILD.

- **MACEDEP** – Connie Mefford gave the report. Crystal won the Turner Global Education Award. They did a campaign to recruit members, went from 24 members at one time to about 37 members now. Six attended at NACEDEP in Park City, Utah in the fall.

- **MAE4-HYW** – Bob McNary gave the report. We had 21 members and guests that attended our national meeting in Orlando, FL. We currently have 51 national members, a real challenge because of retirements, etc. We are planning an ISE/Retreat at Windermere in April, it will center on 4-H’s Mission Mandates.

- **MAEP** – Kevin Hansen gave the report. MAEP officers are: Past president – Kent Shannon; President – Kevin Hansen; Vice President– Jim Crawford; Secretary – Sarah Denkler; Treasurer – Randa Doty. Our organization voted at our annual meeting to increase dues to $100 which included our national dues and we were in negotiations of how to utilize the increase in dues (i.e. through scholarships or treasury management). We will be sending a representative to both JCEP and PILD. Our membership is currently around the low 60’s. We are planning our summer meeting that will take place in central Missouri and is being organized by Kent Shannon.

- **MEAFCS** – Kandace Fisher-McLean gave the report. We have 33 members currently. Maudie Kelly is the national VP of awards and recognition and Kathy Dothage is on the national Galaxy planning committee.

- **NTT** – Marcia Shannon gave the report. This was the third cycle of the non-tenure track promotion process. Those individuals will be recognized this fall. The committee will have four people that will be ending their term on the committee. The categories will elect their new representatives this fall. There are no recommendations for changes so the
documents should not be changing for those are interested in preparing their dossier for the fall. The committee needs to find out if there is interest in Adobe Connect trainings this year. Kathy Macomber is on the committee and she shared that serving on the committee is not a huge time commitment, they had a face-to-face meeting, maybe one more if there are appeals, and some Adobe Connects as well.

- **Campus – Sam White gave the report.** Sam White gave an overview of faculty governance at the University of Missouri. Faculty governance provides a right to be informed. The next step would be to get together some ranked faculty (those who are ranked by NTT or those on campus who are ranked) who are interested to meet with Sam or continue these discussions. (See document on Faculty Governance at the end of the minutes).

**New business**

- Meridith would like the names of anyone who won a national award, national recognition, or national officer in the professional associations to put on the website. They also need to be a UMEA member.
- Approval of 2013 budget – this was done above in the finance committee report.
- **UMEA Treasurer – we need to appoint a new treasurer to serve until the fall election in October (one year term)** because Cindy is now the urban regional director. Cindy will move to ex-officio. In the fall, we will elect a new treasurer for one year and then the normal term (two year) will begin in 2014. Rebecca Travnichek and Bob McNary are interested in serving as treasurer. After the members voted, Rebecca Travnichek will be serving as the new treasurer.
- **Flagship Council event – we have spent $250 each year the last two years and a few of our members attended the Flagship Council reception.** It has helped show support and recognition to UMEA. They are not holding the reception this year. They asked us to join the Flagship Council for $100. The Flagship council will be communicating about legislative events and happenings on a monthly basis.
- **Legislative Day update – Bob McNary gave the report.** Registration is available on the UMEA website. Legislative Day will be April 3, 2013. The ISE is also available online now. Legislative Day is sponsored by the Alumni Alliance and Extension has the most participation at this event. Bob and the state 4-H council and some of his youth council helped hand out maps to legislators. UMEA will cover the expenses associated with that. When registering, if you try to use Google Chrome as your browser, the form will not work. You need to use Internet Explorer and it will ask a question about what email program you are using and a message with the .pdf attachment will pop up and send to Bob.
- **MU Extension Day @ MU Tigers football game – there are no details about this event at the time, but it will stay on the agenda for future discussion.**
- **Extension Governance/Sam White – see the discussion above under committee reports – campus.**
- **President’s report – Vivian Mason gave the UMEA report.** Vivian thanked Amie Schleicher for her help with the transition. Vivian has been attending the administrative leadership retreat and the state Extension council meetings. The Legislative Day ISE is County Extension Business Plans: A tool for creating community support and financial stability. Description: MU Extension faculty will be introduced to the value of creating an extension county business plan as a process to build community support and lead to financial security. The resulting document also becomes a tool to assist with stakeholder communication. Sample plans from Missouri, including Greene County; a plan template; and county plans from other states will be shared. State Extension Council members and MU Extension regional faculty who have been involved in creating and using county
business plans will discuss their involvement and positive results (as well as a few pitfalls).

**Discussion with Bev Coberly**

**Administrative Update:** Dr. Ouart is in Jefferson City working on SB 9 and HB 202 (Extension districting) and a hearing should be at the end of January. That is moving forward. Regional directors were announced last week and their first meeting was yesterday. Regional office locations are NE – Palmyra; NW – St. Joe; SE – Portageville; SW – Springfield; Urban – one in KC and with potential for the Associate Urban Regional Director to be housed in STL; WC – Clinton; EC – Osage County, around Linn. The associate regional director for the urban region will be filled in the future. Bev and Kay Gasen have met with the urban regions to help answer questions. At the February regional faculty meetings, discussions and input into the staffing plans with maps will be presented for faculty. Also, the regional councils will be meeting between now and March to provide input into the staffing plans. Anyone who is impacted by those staffing plans may be retooled or relocated. Work is continuing on the goals for the strategic plan, program integration, and internal communication. The process of naming the facilitators and team members for the program integration teams will be coming forward shortly. We are close to being positioned for the future.

**Questions:**

1. **Is there a timeline to get the first round of positions filled; and, if there will be a second round of positions identified to be filled.**

   Faculty positions - The goal is to have the staffing plan done by May 1, 2013. Those positions that have funding (priority positions) and that are open will be moved forward to be filled. Program Directors and Regional Directors have already met to discuss the staffing plans, so this will be taken to the local faculty for input to see how it all fits together. The YPA plans will not be factored into this at this time. The YPA positions will be discussed after the faculty staffing plans are decided. The policies of how YPA funds are allocated to YPA positions vary now between regions (based on state guidelines and regional YPA committees). Bev will follow-up to learn when YPA regional allocations (based on the new regional alignment) will be completed.

2. **Will there be a rearrangement of positions. Some regions may have an overabundance of one type of Specialist. How will this rearrangement be conducted?**

   The staffing plan will begin to move in this direction. It is about program coverage, not necessarily about regional lines. There has been discussion about travel across regional lines because regions are doing travel differently in some cases. Program coverage is a priority. There is a possibility that some may be serving counties in another region if they happen to be on a border. The organization will be supportive of relocating or retooling. If someone is closer to retirement, the organization will discuss this as well continuing to focus on high priority program needs.

3. **When will open positions be filled and what will be the process for filling these positions?**

   This will be done after the staffing plans are completed. The regional director makes the call if a position is an internal search (possible for someone who may want to relocate) or external. In regions where they are missing a specialty area (for example, housing) it may be that someone will cover that area or retool for program coverage. Regional councils will provide input into faculty positions because they provide regional coverage. Other funding models will need to be considered, due to decreased state appropriations and decreased county budgets. Other types of revenue (fees, grants, gifts) also need to be considered to carry us into the future.
4. **How does the cabinet plan to retain budgets in counties with open positions?**
   It is everyone’s (cabinet, faculty, CPDs, county councils, regional director) responsibility. Defining local presence and a county council business plan are ways to help retain county budgets. We need those strategies in place to determine what county councils define as local presence.

5. **Explain to us the restructuring, as it relates to funds and position funding. What is the role of the Regional Director?**
   It is not really restructuring, it is really reallocation of funds. The regional directors have better leverage to look at opportunities for other ways to partially support our positions. Revenue generation also helps with position funding. The regional director is the regional lead on position funding.

6. **Is the policy for professional development dollars going to remain the same – “must present at national meeting or be on the national program committee to receive professional development dollars”, except for Extension Loan and Fellowship?**
   Yes, it will not change at this time because it has improved scholarship but UMEA has been working on a proposal to provide additional input and suggestions for the Cabinet as to how best to support faculty with professional development funds.

7. **Are you filling Rhonda’s position?**
   Stay tuned. They are working on putting the pieces together for that.

8. **Are one-specialist counties cost effective, enough to justify the cost to the university? This question has come up with some of my other colleagues and I. If this issue hasn't been tackled, maybe it is time for the cabinet to look at those issues, since we keep hearing about "cost-savings."**

   I'm not saying all one-person offices are that way, but maybe the ones that are not well funded or supported well in the counties, need to be looked at for cost efficiency. Maybe instead of having a head-quartered specialist in those counties, it would be better to have those specialist headquartered somewhere else and just covers that county. Some one-person counties are fine, but others are not and maybe it is time for the cabinet to deal with that issue.

   **Has the cabinet ever considered making office managers, county program directors?** One of my colleagues brought this up and I thought it an intriguing idea.

   Obviously this would be a big change, but it also makes a lot of sense, when he discussed with me how it could work.

   **Office managers would be paid much better, maybe it would be a cost share deal (50/50......university/county funded), the office managers/cpd would have B.S. degrees at a minimum. As anyone knows that works in a county extension office, these folks live in the county and know what is going on. Specialists cover several counties and don’t necessarily live in the county we are headquartered in.**

   Anyway their argument was that, it doesn't take a master’s degree to be a CPD, an educated office manager could do the job and it might actually get done better because they don’t have a specialty that they are trying to do on top of the administrative duties we are expected to do as CPD’s.
They could work with the local council, commissioners, and community groups, do the budget, elections, etc. and maybe the 4-H council in certain circumstances.

Many specialists want to be specialists, not CPD's, so maybe this is one way to do it. If the CPD position is so important to extension programming maybe having a person that could focus more of their energy doing it would be better for extension in the long run.

Anyway I thought it a very interesting idea, with all the retiring specialists coming along; maybe this would fit into a better, more modern model. Specialists could cover more counties and do a better job of staying "on top of things" with their specialties. Apply for more grants, do more up to date research and field demonstration, etc. Depending what is going on, those specialists could actually have office hours in their other counties. Just a thought, but it could be a better way to do business.

Yes, we need to have one specialist office. In some states, where they have regional office, that means moving resources away from the greatest need for programs. A different question would be for counties who cannot afford a position, and then we may need to look at providing help for a struggling county by partnering with neighboring counties in some instances. In the 1980’s, we had office coordinators, that was phased out because it did not serve the collective purpose of the office. It separated the programming from the management piece. Right now we are trying to keep programs and those who manage the programs together. A cost analysis was done by the CPD revitalization committee and that is why the CPD role was moved into the specialist role. At this time, there is no plan to move away from the CPD.

9. People came away from the Annual conference not understanding the reason for the drastic changes in regions and also why they are being implemented with no input from Program Directors, specialists or staff.

Current changes are being implemented by program directors and regional directors. The staffing plan will be implemented with input with faculty and regional councils. At some point, administration has to make some decisions that cannot be made collectively. Faculty was asked to provide input to the strategic plan and program integration during the summer and fall through the weekly news, the fall program conference, additional adobes regarding program integration and faculty were asked to sign up to work on goals in the strategic plan. There is no intention to shut faculty out. Gaps in communication were identified by members of UMEA feeling these changes were not shared, or that information filtering was responsible for this. The rationale for the changes was not clearly understood by faculty. Internal communications needs to be strengthened.

Regional change – we need a way to get into urban areas and the urban marketplace. We have to move and change with where our state is so that we have coverage in the urban areas. This has been based on delivering programs to meet the needs of the people. Legislators need to be informed in these urban areas, we have made progress here but more needs to be done.

10. Why can’t we go to a uniform travel system with all counties paying the same rate?

That will always be difficult to achieve because of the state statute dictates the differences in counties paying different rates. Some base this on the amount that the local county officials, some based this on the university rate. The mileage comes from local pools of money. There may be something of a more unified database system coming in the future but the system will be for convenience of dealing with the varied rates, not dictating mileage rates for counties.

Bev thanked us for all we do.

The next meeting will be February 20, 2013 via Adobe Connect.
Nellie Lamers made a motion to adjourn the meeting. Chris Shoemaker seconded the motion. The meeting was adjourned at 3:10 p.m.

Faculty Governance at the University of Missouri

Intercampus Faculty Council (IFC)
12 members (3 from each UM Campus)
Meetings held once a month to discuss issues of concern to all UM faculty
- changes to pension plan, domestic partner benefits, funding formula, etc.

MU Faculty Council (FC)
Currently 36 members (based on numbers of faculty in schools, colleges, etc.)
NTT faculty on campus are represented by 4 members of FC (1 each for Teaching, Research, Clinical, and Extension). NTT reps are based on job classification, not school or college.
As of 2012, there are 1,245 tenured and tenure-track faculty, 717 ranked NTT faculty (including 358 clinical faculty, 180 teaching faculty, 102 research faculty, 52 professional practice faculty, and 25 Extension faculty), and 957 other academic appointments (instructors, adjuncts, visiting faculty, Extension specialists, librarians, fellows, etc.).
All schools, colleges, and departments have some form of governance structure.
MU Extension is the only organization on campus without a recognized governance structure!
The current proposal to give NTT Faculty Council reps voting rights does NOT include Extension Professionals or Specialists.
See 300.010 Faculty Bylaws of the University of Missouri-Columbia
What is necessary to create a governance structure?
- draft a set of bylaws
- hold a vote of all Extension faculty to approve the bylaws
- elect representatives

What sort of actions/issues might an Extension Faculty Governance body take up?
- Extension-wide committee assignments
- Academic standing of faculty
- Educational standards
- Promotion policies
- Faculty hiring standards
- Budget issues
MU

Extension

FC

Ag

CE

Bus

HES

4H

CD

Part-time/Other?

Dual Appointments

Unranked Faculty

Ranked Faculty
300.010 Faculty Bylaws of the University of Missouri-Columbia

Bd. Min. 11-22-74; Amended Bd. Min. 2-15-80 and 4-25-80; Amended Bd. Min. 1-31-91; 6-6-08; Amended 6-17-11.

A. The Faculty Bylaws for the University of Missouri-Columbia as approved by the Faculty on November 14, 1974, (a copy of which is on file with the Secretary), be approved, subject to the following:

That the Bylaws are subject to all rules and regulations of the Board of Curators.
That any amendment of the Bylaws shall be submitted to the Board of Curators for approval before becoming effective.
This action be printed as part of the printed Bylaws.

B. Membership -- The University of Missouri-Columbia* Faculty shall consist of the President, Chancellor, and all persons with regular academic appointments, and persons with regular, full-time appointment at the rank of instructor or above. Others may be elected to membership by this designated group.
* (Hereafter referred to as UMC. Also, when "Faculty" is used alone, it is meant to refer to the UMC Faculty, unless otherwise specified.)

C. Faculty Rights, Ethics, Responsibilities and Authority

Rights

a. Right to be Kept Informed -- The Faculty has the right to be informed of actions and activities of committees and executive officers of the campus and of the University-wide system, including those related to budget matters, as well as decisions of other bodies which affect UMC. Where possible, this information shall be made available to the Faculty before being made available to the general public.

Authority -- The Faculty's authority, as delegated by the Board of Curators, is of three types: direct and primary, in which the Faculty has essential decision-making authority; shared, in which the Faculty participates with others; and advisory, in which the Faculty counsels with the person or offices with ultimate decision-making authority. (On those matters requiring multi-campus coordination, the Faculty shall act through its appropriate bodies, Section 300.010 F).

a. Primary and Direct Authority -- The UMC Faculty has essential decision-making authority in matters directly affecting the educational program of UMC, including but not limited to:
(1) Articulation and maintenance of standards of academic performance -- this includes but is not limited to guidelines for appropriate research, service, and scholarships; requirements for graduation; and related matters.
(2) Construction and approval of courses of instruction and of curricula.
(3) Construction and approval of procedures governing educational support programs on the UMC campus.
(4) Formulation of criteria determining professional standing of Faculty -- including but not limited to such matters as tenure, promotion, termination, guidelines for responsibility, Faculty standing with regard to Graduate Faculty membership and doctoral dissertation supervision.
(5) Determination of an appropriate Faculty committee structure.
(6) Determination of minimum admission requirements.
(7) Selection of awardees for academic scholarships.

b. **Shared Authority** -- The UMC Faculty has shared authority by which it participates cooperatively with other persons or offices in matters such as:
   (1) Development and articulation of students' rights and responsibilities.
   (2) Determination of an appropriate academic calendar.
   (3) Selection of awardees for honorary degrees.
   (4) Application of criteria affecting professional standing of Faculty.

c. **Advisory Authority** -- The UMC Faculty has advisory authority and responsibility with other persons or offices in matters such as:
   (1) Budget and resource allocation.
   (2) Planning, including capital expenditures and physical facilities.
   (3) Selection of departmental, divisional, campus, and university-level administrators.
   (4) Determination of the campus standing committee structure.
   (5) Development and implementation of general business procedures which facilitate academic program excellence.
   (6) Use of facilities for program activities.
   (7) Application of criteria affecting promotion, tenure and termination.
UMEA Professional Development Award

Purpose
UMEA Professional Development awards assist association members in continuing their professional
development in support of the University of Missouri Extension mission.

Eligibility Individual applicants must be:
1. Currently employed with University of Missouri Extension or Lincoln University Extension.
2. Have two years of consecutive employment with the University of Missouri Extension or
   Lincoln University.
3. Currently a member of U.M.E.A. Additionally the applicant must have been a UMEA member
during the two years immediately preceding application.

Note: JCEP and PILD are not eligible for awards (adopted 1/2012 by the Professional
Improvement and Staff Benefits Committee).

Criteria Proposals should be complete and clear, and must exhibit:
1. benefit to the individual, organization and clientele
2. individual initiative and creativity
3. relationship to the applicant’s professional development.
4. method for evaluating experience.

Priority will be given to first-time applicants. Successful applicants will not be considered in
consecutive years.

Amount Up to $500 per award will be granted. Funds should offset expenses not covered through
other sources. Applicants must submit a budget identifying anticipated future expenditures and other
sources of financial support, including personal contributions. Awards will not exceed actual
expenses.

The number of awards granted will depend on the availability of funds in the UMEA Professional
Development Fund. As reflected in the University of Missouri endowment guidelines, the total
annual award distributions should not exceed 5% of the organization’s endowment. The number of
awards given during the year will be determined by the UMEA Board during its budget development
process.

Application and Selection Process After completing the application, individuals must mail the
application to the UMEA Treasurer. The applications will be reviewed by the Professional
Improvements and Staff Benefits Committee. The committee will make recommendations for action
on award applications.

Applications will be reviewed twice a year. To be considered the award applications must be
received by February 1; August 1 prior to attendance of the professional development experience.
Individuals selected to receive grant awards will be notified by March 1; and September 1.

Award recipients will be required to write a short, one page summary of the professional
development experience. The report should be sent to the chair of the Professional Improvements
Committee. The summary may be used in the UMEA newsletter, website, or other media outlets to
promote the organization.