UMEA Board Meeting
April 17, 2013
Adobe Connect

Members present:
Vivian Mason, Melissa Bess, Becky Travnichek, Kathy Macomber, Amie Schleicher, Lynda Zimmerman, Karla Deaver, Kathy Dothage, Kandace Fisher-McLean, Kevin Hansen, Linda Morgan, Meridith Berry, Nellie Lamers, Janet Hackert, Crystal Weber, Marcia Shannon, Zac Erwin, Patrick Byers, Sarah Denkler, Tracie Moore, Tish Johnson, Jennifer Schutter, Becky Travnichek, Connie Mefford, Lucy Schrader, Kay Sparks, Julie Middleton, Chris Shoemaker

Vivian Mason, UMEA president, called the meeting to order at 1:03 p.m.

Vivian reviewed the agenda. There are no additions to the agenda.

Vivian presented the board minutes from February 20. Tracie Moore made a motion to approve the minutes. Tish Johnson seconded the motion. Motion is approved and motion carried.

Becky Travnichek, UMEA treasurer, presented the financial report. Current checking account balance is $7,843.17. Professional development account corpus is $7,834.97 and the income on that was $87.60. The distribution account for professional development is $6,356.05 with income of $641.04. The general distribution account balance is $13,000 and does not currently earn interest. Becky will talk more about moving some of the $13,000 into another account so we can earn interest on it during the finance committee report. Kathy Macomber made a motion to approve the financial report. Connie Mefford seconded the motion. Motion is approved and motion carried.

Vivian reviewed questions for the administrative cabinet. There are five questions for today.

Administrative Update: Dr. Ouart, Beverly Coberly, and Joy Millard
Questions:

*We have all been a part of the reorganizing of the regions. The big looming question seems to be, when will we know if our positions will be moved to another office or remain in the same location? Will councils have the final say of who is in their office or will campus mandate which specialist is where?*

Dr. Ouart – We expect staffing plans to be finalized on May 1. Those plans will be out and available for review and if there are changes they will be known by then, if not prior. There are very few individuals moving within the new plan. In many cases, not a long move. In some cases, the person wants to move. In some cases, it’s just an office move, not a home move. Neither extension councils nor campus will mandate which specialist is where, they have both been involved in the whole process. The plan has been articulated to regional councils, then it is taken back to county councils, then the councils should talk to regional director. The staffing plan has been done in consultation with councils, but they will not be making a final decision.

Bev – The specialist system is based on a regional specialist model. State statutes say that extension councils have the right to approve personnel who come into office, but not necessarily final say on the staffing plan. They have the final approval on personnel process, but not in the regional specialist model. RDs and PDs will agree to the same staffing plan (and the resource model and funding supporting the staffing plan), then they go to administration, and those maps will be finalized by May 1. They hope to approve those plans very quickly and soon after May 1 those plans will be finalized and information released to faculty and staff. Bev said to go ahead and plan similar to what you have been doing programmatically, unless major changes have been communicated to you. YPAs will be along the same timeline as the 4-H Specialists, as Callie is meeting with RDs about funding lines for YPAs. If a Specialist is asked to be re-tooled or retrained, they will be in conversation with their RDs and PDs. The RDs and PDs are to submit re-tooling plans for faculty to administration.
With the apparent cut of our federal dollars this year (last I heard around 8%) how is that going to affect the hiring of designated positions in the new staffing plan for each of the regions? Will we now have fewer positions that we can fill? What is the status of FNEP funding? If funds are not reinstated, what are the plans for HES positions funded through this grant?

Dr. Ouart – The FNEP cut to Smith Level 3d and has the same federal cut effect as Smith Lever 3b and 3c funds. All of those federal funds for FY13 (fiscal year 2013) have been cut approximately 7.7%.

There is a hope that we can get FY14 funding reinstated to FY12 levels. Because of carry forward funds we can operate with a 7.6% cut in the short-term. However, in the long-term we might have to take out positions to accommodate the cuts. We are pressing ahead with the staffing plan with the hope that we can hire based on that plan. We also must grow self-generated dollars to help support the staffing plan.

Reinstating federal funds to FY12 levels will be our effort at PILD next week. At PILD we should get a better idea of the budget. The big thing is that Smith Level 3b, 3c, and 3d are the important budget items. Regarding SNAP-ED, in a similar position, took a $10.5 million to $7.6 million cut. The short-term plan is that there again is that we can use some carry forward funds, and some open positions have freed up some dollars. FY14 plan is that it will be back up to about the same level as FY12 to $10.5 million. SNAP-ED is not in NIFA budget (appropriations), but it is in the Farm Bill discussion (authorization). We will want to focus on “the Cooperative Extension education portion of SNAP-ED.”

Short-term is we will be alright in terms of the federal budget, long-term could be a concern if Smith-Lever 3b, 3c, and 3d are not increased and continue to be cut.

Bev – the last plans from Jo is to continue leveraged funding for positions and has not indicated any change in HES positions.
**What is the timeline on approving the professional development changes?**

Joy Millard – Joy shared the suggestions of administration for changes. There were two changes on the document that was submitted to administration. UMEA can decide on if we accept those changes and want to proceed forward with the document. Administration would like to take in front of RDs and PDs at May meeting and put into place on July 1. UMEA also needs to look at wording to be inclusive of state association presidents when we discuss this later in the meeting.

**Will webapps be re-structured? What is the timeline for restructuring webapps? In the meantime, could there be consistency in expectations for our reporting in the system between RDs and PDs? In some cases, we hear very different things from RDs and PDs.**

Joy Millard - Joy has a long list of requests and questions and is working with ETCS. Right now the plan is to step back and put this on hold, we are not restructuring or changing until we can review this more. No changes right now, keep same system for now. Mark Stillwell, as a transition leader, has the responsibility of looking at the reporting systems and if webapps is the way to do that or we should look at other methods. Mark has an ambitious timelines for this process, which includes surveys for input.

Bev – webapps reports audiences but doesn’t get to programmatic impact level (that is what’s missing) and that continues to be the discussion on that among PDs. There's an opportunity to report impact, but if evaluation isn’t available to collect the data, then it can't be reported.

**There is a lot of confusion out there about staffing plans, some regions and PD’s rolling out maps, some not. We just need some clear answers. When will the staffing plan be approved?**

The staffing plan will be approved on May 1 and the hope is that it will roll out quickly after that date.
Committee Reports:

- Finance – Becky Travnichek gave the report. Becky is working with Cat Comley and Cynthia Crawford on re-wording of the endowment account documentation so we can use those funds for professional development scholarships and other UMEA operations. That was approved at the January meeting. She is also going to move some of the $13,000 into the other account so we can earn interest on it. Interest is around 12% so we want to take advantage of that. Becky will move the UMEA finances into QuickBooks. Right now it’s in Excel and it goes back to 2006. She would like to move October 1, 2012 to current date into QuickBooks so we can use reports similar to extension council reports. The database file could then be transferred to any county in the state.

- Professional Improvement & Staff Benefits – Sarah Denkler gave the report. The committee reviewed the professional development scholarship applications and the award letters were sent out. One has requested reimbursement so far. They are just waiting until the next deadline. Becky is developing a list of scholarship winners and amounts to keep with the treasurer information.

- Awards – Jennifer Schutter gave the report. UMEA award applications are updated and are on the UMEA website. People can now start nominating colleagues for awards. Award applications are due August 31.

- Nominations – no report.

- Legislative Day – Bob McNary gave the report. We ended up with 125 that were not part of the ISE. There were 102 that attended the ISE, so that brings the total to 227 Extension participants in Legislative Day. Bob also submitted a presentation on Legislative Day for Galaxy IV in Pittsburgh this fall and it has been accepted as a poster presentation so he is making plans for that.
Professional Association Reports:

- **ESP** – Julie Middleton gave the report. They currently have 58 active members. They are hoping to submit an application for chapter recognition for membership achievement. They are working hard on global issues and getting ready to start some “lunch and learn” sessions. They are asking those who have participated in international travel to participate in those “learn and learn” sessions. PILD is coming up April 21-23, Julie Middleton and Mark Stillwell will be attending from Missouri.

- **MACEDEP** – Connie Mefford gave the report. They will be doing an Adobe Connect in May. They have 37 current members. Connie Mefford will be representing the organization at PILD next week.

- **MAE4-HYW** – Karla Deaver gave the report. MAE4-HYW had their spring retreat April 11-12 following an ISE on the Mission Mandate Teams. The Mission Mandate Teams are science and technology, citizenship and leadership, and healthy living. The retreat featured a live and dollar auction, business meeting, and share fair where members shared things they are doing that are working well. President Karla Deaver will represent MAE4-HYW at the PILD conference in Washington, D.C.

- **MAEP** – Kevin Hansen gave the report. MAEP has 66 members as of mid-March and currently, Kent Shannon is planning the summer meeting that is tentatively scheduled for June 12-13, 2013. It will take place somewhere in Boone county. Jim Crawford is the vice president and will be attending PILD this year.

- **MEAFCS** – Kandace Fisher McLean gave the report. MEAFCS just had an Adobe Connect meeting for members. Jessica Trussell will be attending PILD next week. Our affiliate judged the national award applications again this year and award applications were up from last year.

- **Campus** – Lucy Schrader gave the report. Lucy is happy to serve on the UMEA board and looks forward to being able to communicate between campus and regional faculty. They have a campus
meeting next week. Marcia Shannon gave an update about faculty governance. Kathy Dothage, Vivian Mason, Tish Johnson, and Marcia formed a committee to pursue this and she has been doing some work exploring this issue on campus. Once the faculty council elects a new chair, then we need to do some communication on this. State Specialists are concerned about shared governance too. Dr. Ouart is supportive too. This will be added to the UMEA agenda for every meeting for the future.

- NTT – Marcia Shannon gave the report. The NTT committee is trying to plan some Adobe Connect training sessions for those who want to submit dossiers for November 1. May 28 and October 1 would be those tentative dates from 9-11 am. The dates will be listed in the Extension Insider. There are no changes in the dossier content or process. Those AC sessions will be recorded.

- National Association of Extension Program and Staff Development Professionals – new organization established three years ago. Julie Middleton is the president. It is for those who are responsible for programs and professional development. There are 60 members and they are going to start doing monthly webinars. The annual conference is usually outstanding. Hopefully we can get more people from Missouri to be involved in this organization. Julie will send information about joining and the last conference. The website is: [http://naepsdp.tamu.edu/](http://naepsdp.tamu.edu/).

Vivian gave the president’s report. Vivian thanked Shaun, Meridith, and Bob for their work on Legislative Day. Rhonda Elfrick, state Extension council member, will become chair of the Alumni Alliance next year. It will be nice to see someone representing Extension on the Alumni Alliance, she will be starting in June.
New Business:

- Fall conference update – Amie Schleicher gave the report. The first meeting was held earlier this week. They started laying the framework for the fall conference, which will be held on Oct 28 through Oct 30. The committee will meet again in another week and a half. If you have ideas for breakout professional development sessions (similar to last year), please let Amie know.

Old Business:

- Policy and Procedures for Attendance/Presenting at Professional Meetings – There were a few minor changes suggested by administration on the wording in a few areas. Those were:
  - The title of the document initially said “attendance/presenting” and that was reversed to “presenting/attendance.”
  - MU Extension supports scholarship and participation in regional and national professional meetings as follows:
    - Official leave may be granted for MU Extension regional specialists to attend professional meeting(s) per the discretion of their regional director in consultation with their program director.

Janet Hackert made a motion to accept the changes from the Cabinet and to change the wording of 3B and on the application form to: When presenting a program, scholarly paper, or poster, on a programming committee, as a state officer (or voting delegate) or on a board at the national level, an additional $500. Sarah Denkler seconded the motion. There is discussion that this does meet the need that we can attend a conference without presenting. Motion is approved and motion carried. Kathy
Dothage would like us to pass this along to others regarding attendance at Galaxy Conference in the fall.

See the documents at the end of the minutes.

Julie Middleton made a motion to adjourn. Lynda Zimmerman seconded the motion. The meeting was adjourned at 2:47 p.m. The next full board meeting is June 19, 2013 from 1:00 to 4:00 pm.

Respectfully submitted,

Melissa Bess, secretary
Policy and Procedure for Presenting/Attendance at Professional Meetings, Seminars and Conferences - Regional Specialists

Policy
University of Missouri Extension Regional Specialists are encouraged to join and participate in professional organizations and societies appropriate to their academic disciplines and duties. University of Missouri also supports the participation of Regional Specialists as presenters at professional conferences and seminars.

MU Extension supports scholarship and participation in regional and national professional meetings as follows:

1. Official leave may be granted for MU Extension regional specialists to attend professional meeting(s) per the discretion of their regional director in consultation with their program director.

2. The amount of official leave allowable is the number of days scheduled for the meeting and up to one day’s travel time before and after the meeting.

3. Reimbursement will be provided for reasonable and necessary expenses within University travel regulations.
   
   A. For faculty members with 0-4 years of service (from anniversary date), the maximum reimbursement will be $1500 in any one year, and a maximum of $3000 over the full 4 years.
   
   B. For faculty with more than 4 years of service, the maximum reimbursement to attend will be:
      - One year -- $750 or
      - Two years -- $1,000.
      - When presenting a program, scholarly paper, or poster, or on a programming committee, or as a state officer (or voting delegate), or on a board at the national level, an additional $500 reimbursement will be available.

Applications must be submitted to the Regional Director at least three months before the beginning date of the meeting.

Professional and/or society meetings may include, but are not limited to:

1. Professional association meetings related to the extension function.
   Ex.: National Association of County Agricultural Agents, National Association of Extension 4-H Youth Agents, National Association of Extension Family and Consumer Sciences, American Association of Adult and Continuing Education, National Association of Community Development Extension Professionals

2. Professional or society meetings related to the individual’s academic discipline.
   Ex.: American Society of Agronomy, American Association of Family and Consumer Sciences, American Society of Animal Science, Community Development Society, American Association of Adult and Continuing Education

3. Workshop, seminar or other professional development.
The continuation of funding described in this policy is dependent upon the availability of travel and faculty development funds.

**Procedure**

1. Regional Specialists submit Application for Approval to Present/Attend at Professional Society Meeting, Conference or Seminar form to their Regional Director for approval.
2. Regional Director in consultation with appropriate Program Director, signs, approves and notifies the faculty member of application approval.
3. Regional Director’s office records information on tracking spreadsheet.
4. Regional Director’s office retains the official copy of the approved application.
5. Faculty members submit expense report through the Travel & Expense system.
6. Administrative Management verifies eligibility and processes expense report for reimbursement.
Please submit 90 days before the conference.

Name

Title

Address, City, State, Zip

Phone Number

I hereby apply to present/attend the meeting of:

Professional Society/Conference/Seminar

To be held at ____________________________________________.

The dates for the meeting are ____________________________, inclusive. In addition, I will use _____ days travel time as official leave and _____ days of annual leave.

I expect to be out of my assigned program area from ____________to ____________.

I will file a request for partial reimbursement of expenses under the following conditions:

Presenting a program, scholarly paper or poster, or on a programming committee, as a state officer (or voting delegate), or on a board at national level, an additional $500 reimbursement is available. (Attach either a brochure naming you as speaker or letter of presentation acceptance from conference organization and complete description below).

(Check One) _____ applies  Amount requested $_____

_____does not apply

(Circle One)

a) Maximum of $750 for any one year

b) Maximum of $1,000 if attending meeting once in two years

Funds are to be expended for one trip.

Date _________________ Signed ____________________________
Mocode to use for travel ___________________________________

Give a brief description of the presentation (i.e., format, topic/content) and how it relates to University of Missouri Extension programming:

___________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________