Call to order by Melissa Bess at 1:02 p.m. until Kathy Macomber took over the meeting when she arrived at 1:07 p.m.

There was a motion made by Janet Hackert and seconded by Sarah Denkler to add the “Guidelines Proposed Changes from the Professional Development Award” to New Business in the agenda, motion carried.

There was a motion by Jessica Trussell and a second by Beverly Maltsberger to approve the board meeting minutes from February 19, 2014, motion carried.

A motion was made by Kay Sparks and seconded by Amy Patillo to approve the financial report, motion carried.

**Administrative Update: Dr. Ouart, Dr. Julie Middleton**

Dr. Ouart Administrative Update: Budget- County appropriated budgets are up 2.5%, state budget we are still waiting to hear until the first week of May (sounds positive at this time though) Governor has had a callback of some funds and that is because the income from lottery and gambling hasn’t been keeping pace with what they thought it would. Right now it’s about $800,000 for the MU Campus. Once we know the size of the callback there will be a strategy on how the campus and system will deal with it. At the Federal level we got the levels back to our 2012 levels, so we are in the black (instead of the red) in all of the appropriated dollars. Smith Lever D money had a little increase in eXtension.

Looking at fee generation projecting into July we will have doubled what was brought in this year over last year. The number isn’t very big, but the percentage increase is great.

**UMEA membership questions for the cabinet 4-23-2014**

**Revenue Generation**

1. It appears our 2015 program planning revolves around income generation and cost recovery. Is the perception correct that income generation potential now determining program priorities rather than the needs of Missouri families and communities? Does Chancellor Loftin support this as Extension’s priority?

   *Dr. Ouart doesn’t agree with this comment. Revenue generation is an important part and it should be an important part in making priorities on programs (if we are going to do a program, how are we going to pay for it). Often the things we know of as public good are paid for by federal and local grants. Revenue generation is not a new thing, Dr. Ouart has been talking about it for 8 years (since he interviewed for the position) and he thinks the organization has benefited from it. It’s going to always be a part of what we are doing. If we only rely on appropriated dollars all we are going to do is go flat or decrease, but he wants to continue to grow our organization through revenue generation.*
Does Chancellor Loftin support this as Extension’s priority? Dr. Ouart believes he does. He extensively shared these goals with Chancellor Loftin when he first started and Dr. Ouart believes that Chancellor Loftin supports them:

1. Program development/strategic development
2. Working on implementation of the District Option
3. Special Projects: community Arts, Sustainable funding for international efforts and celebration of 100 year anniversary.
4. Budgets and staffing (included revenue generation)

Had similar goals shared with interim provost Ken Dean and the provost staff. They seem to all agree as well.

Vision

2. Dr. Ouart: what do you see as the vision for Extension in the next 3-5 years (related to programming, structure and financial). I feel like regional faculty are disconnected in the big picture related to continuing ed, all the campuses and the regions. Where will we be in five years and what will we look like?

Refer to the MU Extension Strategic Plan, because that guides Dr. Ouart’s vision and where he thinks we should be going. He is trying to deliver on the 7 goals of the strategic plan. If we do well on the first six goals then we will deliver on the seventh goal of One MU Extension.

3. Field faculty and staff have always lived and worked as One MU Extension because of the need to work together on the local and regional level. How can we encourage more program integration on and between the campus level?

We have a group of people working on this. There is a website you can go to see where the group stands and if you have specific questions on this you can ask Bev Coberly.

Promotion and review

4. During the performance review process for specialists (field faculty) input is provided by Extension Councils, peers, program and regional directors, and from reporting. Respectfully, is there a channel for input from field faculty into the performance review process of members of the cabinet?

Dr. Ouart welcomes those comments about PD’s and RD’s. If you have comments about Bev & Joy send to Dr. Ouart and if you want to send comments on Dr. Ouart you should send to interim provost Ken Dean.

5. Several people asked why NTT is so fluid? If a person applies and receives their step, then they have to wait 5 years to apply for the next step. Many are not applying for the first step and just applying for step 2. A person has to start over completely when they apply again and not use information used in their first step, is that correct? Is there a way to change this? To clarify, the recent change in the NTT process disallows all your previous work once you get to a level of promotion. For example, presenting at a dozen
national conferences used in dossier to support promotion to Associate. When faculty are eligible to apply for the next level, all that previous work will be disallowed. Only accomplishments since the last promotion will count. This appears to devalue exceptional employees that excel early on in their careers. We all understand the need to continue to add national leadership and scholarship to the vitae and don’t understand why scholarship and leadership through the whole career to date are not considered.

The NTT process is there to value and reward excellence. They have been working very closely with the provost any time there are questions. The guidelines have been approved by the provost. The guidelines are guided by UM System HR guidelines. Our policies are aligned with the policies of the system and the provost (you can look at both of these online).

Several people asked why NTT is so fluid? Julie doesn’t think it’s really that fluid. What you may have noticed are the small tweaks that have been done from year to year to make sure people understand the policies, etc.

It says “around 5 years” and that’s what it is intended to say.

Each time you apply for promotion you include your entire CV so you really aren’t starting over. Therefore, the committee will get to see your broad range of work over the years. What the committee will consider for promotion in your dossier is what you have done in the last five years, so that they don’t review the same work twice. They want to know what have you done from one promotion to the next. The language has been changed in the policy to clarify this.

If you attended or presented at 10 national conferences before the promotion and wanted to also count them for the second promotion--you wouldn’t be able to count those same conferences, but if you are that type of person that has gone to that many conferences you will probably participate in 10 more before you apply for the next level.

The provost has been very clear on the fact that he would not approve people to come up again in 2-3 years after their first promotion and he will not approve people on the same work that has already been considered for the first promotion.

Dr. Ouart thinks five years is about right on coming back up for promotion. When they were setting the system up they wanted to make it consistent, objective, and rigorous as any other NTT system. His intent is to stay with it as we’ve got it.

There is an ISE scheduled on May 12 for those wanting to apply for NTT this year.

6. The importance of always including an Extension field faculty member (regional specialist) on search committees for Extension State Specialists, Regional Directors, Program Directors, etc. I think that regional specialists are routinely invited to serve on search committees when a regional position is being filled, but I do not believe that protocol is always observed when a search committee is formed to fill a state level
position. If an invitation is not extended to a field faculty member, then I would like to know “why not”?

Dr. Ouart had Melinda Adams run a report and with the exception of one position of a SBTDC counselor there has been regional representation on the search committees in the past two fiscal years of every position hired that they have been in charge of.

7. Some specialists feel with the emphasis revenue generation, people are not having as much time to do actual programing. Some feel they had to do just their named programs to generate money and really did not have time to come up with new programs or do programs that their clients would like as they did not charge fees for them.

Balance is always going to be required in everything we do, whether it’s planned programing or the programs that come up. In our strategic plan we specifically talk about the program development process. Do I see every program having a need for revenue generation, no, but as time goes on there is going to be a need more and more for funding for our programs. Even when you look at Community Development and Nutrition programs a large part of those are now grant funded. All of our programs need to be planned, funded, and evaluated. It shouldn’t be an either/or it should just be a part of what we do.

8. Some of our larger audiences could have benefitted by seeing the 100 year Anniversary celebration material at the Farm Shows as well as Home and Garden Shows, which occur in January and February. It is unfortunate that 100 year anniversary promotion materials were not ready and available by January 1 for county offices.

This whole process is a continually working process and we have been trying to follow the National lead on this. We did some early January/February activities with some councils. Oklahoma just kicked their celebration off last week, so we are not behind. Actually when we started this we were thinking a May-to-May celebration so for those trade shows that were missed early this year can be hit yet next January/February. One of our big partners, Farm Bureau, is actually not starting until the end of the year so we will have some time to celebrate with them yet after the beginning of the year. We are moving as quick as we can to pull this stuff together to be a part of the National celebration.

9. The importance of advance, public notification of state level vacancies to field faculty (i.e. regional specialists) so that qualified field faculty would have the opportunity to apply for state level positions. It is important that qualified internal candidates be given timely notice of the vacancy and/or the opportunity to apply for the position.

The processes that we follow are the specific HR policies of the campus HR policies. They are listed on the campus HR website and on our Extension website as well. Every position is listed for a minimum of 30 days and on an internal search is listed for 14 days. Go to our website and look once a week to stay informed of what jobs are being posted.
10. Regarding the input to a revamp of WebApps. Please consider suggesting the committee looking into reporting and evaluation survey everyone in the field who is interested in providing feedback on how the system could be made more efficient and effective. Those who are interested will reply and those who aren’t will ignore the request.

Definitely yes, we are pretty early in the process. Mark Stillwell and Dr. Ouart talked earlier this week and Mark ensured him he would be sure to get input from everyone in the process. Not sure what the timeline is but Dr. Ouart will pass that question on to Mark Stillwell.

Committee Reports:

- Finance-nothing new to report
- Professional Improvement & Staff Benefits report given by Rebecca Blocker: there were five applications in the last round and the following three awards were given: Patrick Byers $350, Linda Morgan $500, and Sherry Nelson $500. We had $1950 left in the budget. The next applications are due August 1, 2014.
- Nominations-nothing new to report
- Awards-nothing new to report

Professional Association Reports:

- ESP – Mark Stewart: no report given.
- MACEDEP – Richard Proffer reported: We hosted our first general membership conference call. Our guest presenter was Joshua Clements who is our North Central Representative for NACDEP. He spoke about what is going on at NACDEP and specifically our national conference. We will have these calls quarterly. We are working on developing a new membership brochure that will allow us to be more representative of our members and appear more up to date. It will reside on our website. We are also planning for our annual conference in June 2014 at Grand Rapids, MI. At last count, we had about 6 attending.
- MAE4-HYW – Kay Sparks reported: At our ISE and MAE4-HYW Spring Retreat April 8-10 at Windermere, we had around 60 people attend. The national NAE4-HA Award recipients were announced and the following people will receive their awards at our NAE4-HA Conference:
  - ASA (Achievement In Service Award) – Jenny Flatt & Stephanie Femrite
  - DSA (Distinguished Service Award) – Teresa Bishop & Becky Simpson
  - MSA (Meritorious Service Award) – Gerry Snapp
  - 25 years Award – Karen Branstetter & John Nickler
We made on our Silent and Dollar Auctions a little over $1500 at our Spring Retreat. Planning and setting up schedule to sell 4-H t-shirts at Missouri State Fair as our other fundraiser. Part of the money will be used to help presenters and award winners attend NAE4-HA Conference, JCEP, and PILD. National NAE4-HA Conference is October 26-30, 2014 in Minneapolis, MN.
- MAEP – Jim Crawford reported: We are planning for our annual Explore Missouri professional development experience, June 12-13. Kevin Hansen, past
president will be hosting the event in Chillicothe. Several tours are planned including the Jamesport vegetable auction, a greenhouse tomato operation and an old Walmart that has been turned into a fish farm. The National Associate of County Agricultural Agents Annual Meeting/Professional Improvement Conference is set for July 20-25 in Mobile, AL. Several state members have been accepted to make presentations or present posters at the event. We have also had several members apply for awards that will be recognized at the conference. This is a great professional development experience and we are encouraging all members to make an effort to attend.

- MEAFCS – Jessica Trussel reported: MEAFCS is preparing for our first MEAFCS Social at HES Update on Monday, April 28th and we are excited about this networking opportunity. We plan to have a meeting after HES Update to discuss budget issues and recruitment of potential members. Annual meeting will be in September in Lexington Kentucky. We are pleased that in the most recent impact statements released from NEAFCS Missouri is listed in at least 5 areas.
- Campus – Marcia Shannon gave a few comments in regards to campus. The CAFNR state specialists are having a campus meeting in a couple of weeks with Dr. Ouart and they are hoping to increase communication. Marcia wants to encourage RD’s to invite more state specialists to your monthly regional meetings so they can give updates on what they are doing (research, etc.). She is working on the program integration team and they are working on pulling all of the information as to what each of the regional specialists specific specialties are so that state specialists can pull up and look at it when looking for someone in the field to help with the research/grant projects they may be applying for or have on campus.

Old Business:
- Softball/Baseball UMEA tailgate
  - Melissa Bess surveyed to see if there was interest. A solid majority had indicated there wasn’t enough interest to push forward at this time.
  - Softball/Baseball UMEA tailgate Auction committee will be meeting sometime in the near future.

New Business:
- Guidelines proposed changes from Professional Development Award
  UMEA Board Members, UMEA Professional Development award applicants raised issues about the clarity of the eligibility guidelines, the use of funds and reimbursement. The committee discussed changes and presented recommendations to the Executive Committee. After making revisions to clarify the wording, the Executive committee and Professional Development and Staff Benefits Committee would like to present these recommendations for the UMEA Board to consider at the meeting today. Current guidelines are in blue. Recommendations in red. Thank you for your consideration of these proposed changes.

1. Eligibility: The wording in the guidelines is currently:
   Priority will be given to first-time applicants. Successful applicants will not be considered in consecutive years.
Recommended revision to the guidelines:
Eligibility: Priority will be given to first-time applicants. Successful applicants awarded funds will not be eligible to reapply for 1 year (12 months) from the application deadline of their award.

2. Adding eligibility information to the application: The application currently asks:
   Have you received previous UMEA Professional Development Funds? Yes____
   No____
Recommended revision to application form:
   Have you previously received UMEA Professional Development Funds? Yes____
   No____. If you were awarded funds last year, you are not eligible to reapply for one year (12 months).

3. Use of Funds.
   No information is currently included in the guidelines.
Recommended addition to the guidelines:
The funds granted may only be used for the activity or event described in the application.

4. The one page required report. Current guideline states:
   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.
Recommended revision to application form:
   Award recipients will be required to write a short, one page summary of their professional development experience. Submit the summary with your Professional Development Reimbursement Form within one month of the end of the activity. The summary and reimbursement form should be emailed to the UMEA Treasurer and the Chair of the Professional Improvement and Staff Benefits Committee. The summary may be used in the UMEA newsletter, website, or other media outlets to promote the organization.

5. Carrying over funds. Nothing is currently mentioned in the guidelines.
Recommendation:
Do not add information on award funds or fund carry over to guidelines.

Sarah Denkler made a motion to approve the changes as written, it was seconded by Beverly Maltsberger and the motion carried.

A motion was made by Janet Hackert to adjourn the meeting with a second by Amy Patillo, motion carried.