The meeting was called to order by President, Lynda Zimmerman via Adobe Connect at 1:00 p.m. Members present included: Amy Patillo, Anthony Ohmes, Rebecca Travnichek, Bethany Bachmann, Beverly Maltsberger, Chrystal Irons, Clint Dougherty, Connie Mefford, Crystal Weber, Darlisa Diltz, Dean Larkin, James Quinn, Janet Hackert, Johanna Reed Adams, Kathy Macomber, Lynna Lawson, Mary Gosche, Mary Leuci, Melissa Bess, Rob Russell, Sarah Denkler, Sarah Traub, Shaun Murphy, Susan Mills-Gray, Virgil Woolridge, and Wendy Brumbaugh.

Lynda Zimmerman made a correction notice that in the February 18, 2015 meeting minutes that in Old Business the name Craig Russell be changed to the accurate name of Craig Roberts. Chrystal Irons moved to approve the amended board minutes from February 18, 2015, Amy Patillo seconded it and the motion carried.

Rebecca Travnichek presented a Treasurer’s report. Sarah Denkler made a motion to approve the treasurer’s report as presented, Clint Dougherty seconded it and the motion carried.

Committee reports
- Finance: no report at this time
- Professional Improvement and Staff Benefits: The guidelines and applications were updated so that they would be more in line with each other. Five applications were received for the Professional Development Awards. The committee has chosen to award 4 of those applications. Lynda Zimmerman, Kathy Bondy, Kendra Graham, and Patty Fisher were each awarded $500.
- Awards: no report at this time
- Nomination: no report at this time
- Membership/complimentary membership policy: The committee of Darlisa Diltz, Chrystal Irons, Stephanie Schindler, and Sarah Denkler submitted a proposed update to the UMEA membership policy (see attachment A at the end of the minutes). Virgil Woolridge moved to present the proposed changes by the committee to the full membership for approval and adoption. Janet Hackert seconded the motion and the motion carried.
- Constitution/Bylaws/Working Policies revisions: the committee of Susan Mills-Gray, Lynda Zimmerman, and Becky Simpson met yesterday and are moving through the bylaws. The committee should have a full report for the board to consider at the June meeting.

Administrative update – Dr. Ouart, Beverly Coberly and Joy Millard are unable to join the adobe meeting this month, but please see their written response to the submitted questions in Attachment B.

Professional association reports
- ESP – Mary Leuci gave the report:
  1. **Tuesday May 5**, 11:00 am – 12:00 pm CDT: “Development 101” by Cynthia E. Crawford, Director of Donor Education, Catherine Comley Adams, Director for Advancement, and Mark Stillwell, Project Administrator. (This webinar has been opened nationally.) If interested, contact Mark about how to join.
  2. **May**: Early Bird Registration opens for ESP National Conference in Coeur d’ Alene, ID, October 4-7, 2015
  3. **July 31**: Early Bird Registration closes for ESP National Conference in Coeur d’ Alene, ID, October 4-7, 2015
  4. **JCEP**: In February of 2014 the Joint Council of Extension Professionals (JCEP) board of directors decided that they would not sponsor a Galaxy Conference in 2018 which would have followed the every five year schedule that had been used previously. Jeff Holland, JCEP President at the time, then appointed a “Blue Ribbon Committee” that was made up
of representation of each of the six member organizations as well as representation from ECOP and NIFA. The committee presented a white paper that proposed an alternative to another Galaxy Conference. An “Issue-Focused Summit” was proposed and was approved by the JCEP Board as an alternative to Galaxy. For more details see the white paper on the JCEP Website at JCEP White Paper.

Upon approval of the white paper, JCEP President Jeff Myers appointed a committee to work on the implementation of the Issue-Focused Summit. The first step in the committee’s work has led to the development of a survey that will be sent to all members of the seven member organizations that make up the Joint Council of Extension Professionals.

As a member of one or more of the organizations, you are being encouraged to take a few minutes to participate in the process by responding to brief survey. Information from the survey will be used by the committee as they move forward with their task of implementing the first JCEP sponsored Issue-Focused Summit. The following is the link to the survey – Survey Link. Please complete the survey no later than April 8, 2015.

5. Mo ESP Chapter:
   a. Meredith Berry, president-elect, attended JCEP leadership conference. Mary Leuci, president, will be participating in PILD next week.

   b. Global Connections webinars continue with success with 20 total programs since June 12, 2013. Evaluation data has been collected on these experiences to understand how international experiences can affect professional growth and the overall extension career. We are encouraged by the positive feedback and continue to schedule webinars seeking presenters across subject matter. These webinars are held on the second Wednesday of the month from 12-12:45 p.m. You may register via the ISE Webapps system. However, if you would like to experience previous presentations please visit the ESP webpage: http://extension.missouri.edu/esp/global-connections.aspx

   Our team is excited to assemble resources on our current ESP website regarding international experiences for extension professionals. Our webinars will shift in nature in the fall to feature international MO extension faculty and professionals.

   c. Missouri Alpha Tau Chapter submitted National Recognition nominations in March for Lisa Wallace, Ruby Nominee; HC Russell, Friend of Extension; Kate Akers, Mid-Career Service; Letitia Johnson, International Service; Southwest Health Education Insurance Initiative, Distinguished Team.

   d. We continue to endorse and support as public issues education the Missouri Taxpayer Education Initiative, which provides financial education through free taxpayer assistance. MoTax reaches taxpayers at a teachable moment when financial education is both desired and applicable.

   e. Our chapter continues to have fellowships available to support professional development at http://extension.missouri.edu/staff/fellowships.aspx. Applications for up to $1,000 per award. The total amount individuals may receive during their tenure with the University is $3,000. In recent years, there have been very few applications, so money IS available. You probability of being funded is very good!
The requirements include:

a) Currently employed as a university faculty or professional staff member. (Members of the Extension Vice Provost’s immediate administrative staff, regional directors, campus extension administrators, and Fellowship and Awards Committee members are not eligible.)

b) Have two years of consecutive employment with the University of Missouri or Lincoln University.

c) Proposals should be complete and clear, and must exhibit: benefit to the individual, organization, and clientele; individual initiative and creativity; and relationship to the applicant’s professional development.

Applications are reviewed quarterly. To be considered in a given quarter, applications must be received by January 1, April 1, July 1 or October 1. Nominations will be reviewed by the Fellowship and Awards Committee appointed by the Extension Vice Provost. The committee — comprised of representatives of UMEA, Epsilon Sigma Phi, the UM campuses, and the Vice Provost’s Office — will make recommendations to the Extension Vice Provost, who will make the final selection. Individuals selected to receive fellowships will be notified within 45 days. Within one month of completing the activity, individuals must send a letter to the executive vice president summarizing the experience and its benefits. A copy also should be sent to the Fellowship and Awards Committee.

f. The membership committee is working diligently to increase membership for Missouri’s Alpha Tau Chapter for Epsilon Sigma Phi. Over the past few years, membership has increased but there is still room to grow! Some of the opportunities the membership committee is working on are: 1) work to increase membership by 14 members (two new members from each region); 2) review and update the current membership brochure; 3) have two members from each region serve as ESP contacts to help with recruitment; and finally 4) work to develop a long-term strategy to provide ESP information to eligible faculty in their 3rd year of employment with the University of Missouri Extension.

- MACEDEP – Van Ayers: No report at this time
- MAE4-HYW – Jenny Flatt: No report at this time
- MAEP – report given by Sarah Denkler: They MAEP membership is currently registering for our NACAA AM/PIC with many members applying for and getting the opportunity for awards and to present posters and presentations. The 2015 version of Explore MO is set for June 24 and 25 in Mound City, MO. It has been approved as an ISE and is up on the web as ISE number 52.
- MEAFCS – report submitted by Bethany Bachman: Sarah Traub is attending PILD next week as the representative from MEAFCS. We had 3 state award winners. Applications were forwarded to be judged at the national level. We will have a meeting on April 28 during the HES Update in Columbia.

Program Integration

- The next ConnExt session is June 1, focused on Health Sciences. These receptions are held quarterly on campus. There are funds to cover mileage for regional faculty to attend, so talk to your RD if a topic interests you.
- Community, Workforce, Economic and Business Development: report given by Dean Larkin: CWEB has seven projects at some stage in development. These include; Business Transition, Youth Entrepreneurship, Business Skills for Medical Field, Community Resilience (a community assessment program) among others. CWEB is in need of an Ag Business Specialist for the team.
Educational Attainment: report given by Melissa Bess: The team is continuing to work on the mobile website. The content has been developed and the skeleton/backbone has also been developed. The content is being edited at this point and we have been working with Extension Communications for a marketing plan. The mobile website also now officially has a name. One faculty proposal has been approved by the program integration steering committee that came through the team and they are still working on the details and processes associated with their proposal, so stay tuned. The team has received a few inquiries from faculty who have ideas for concept proposals, so the team will be working with them when they get the details of their concept together. All faculty are encouraged to contact facilitators if they have interested in developing a concept. The team will be looking back over the past two years and also looking ahead for direction for the future at the next face-to-face quarterly meeting in May.

Environmental Concerns: no report given

Global Food Systems: report given by Crystal Weber:
1. The team has 2 major projects at present:
   a. Enterprise/Entrepreneurial Development: the team will host an ISE on the topic that will be a driver for establishing an enterprise development/entrepreneurship working group for MO.
   b. Non-land-grant Masters in General Agriculture: the non-land-grant consortium in MO was awarded a NIFA planning grant to explore how their group might utilize Extension faculty as lecturers in their to-be-formed (think the PhD in Ed Leadership) program to grow the educational attainment of ag educators in rural MO.
2. The Team is continuing to pursue conversations in the following topic areas
   a. What is MUE role in international agriculture education and agricultural development?
   b. What is MUE role in Missourians’ food literacy levels?
   c. What is MUE role in agricultural research to practice and practice driving research?
3. The Team is seeking 2 new members

Health Systems: report given by Lynda Zimmerman: The health systems team is at the proposal phase of the “Whole Community Empathy and Tolerance Program.” It focuses on a comprehensive response to the state of Missouri’s necessity for empathy and tolerance support for youth and communities.

Old business
• Professional Conferences Calendar—Lynda reported that the calendar is up and going in Outlook. All Professional Association presidents have permissions to add events to the calendar; contact one of them to have a conference added. How to find the calendar: Go to Outlook—click on 3 dots at very bottom of left panel—then -> Public Folders -> All Public folders -> UM System -> Extension -> Departments/Regions -> Fall Conference Planning

New business
• Strategies to help faculty feel more valued: Melissa Bess has been asked to head up a committee to work on this committee as suggested by the cabinet. Kathy Macomber and Amy Patillo volunteered to serve on the committee with Melissa. Anyone else who would like to serve on this committee please let Melissa Bess know.

NTT Update – report given by Johanna Reed Adams: There are two adobe connect ISE’s that have been planned. If you are thinking about going through the process this year you might want to go onto Webapps and sign up for these adobe connect sessions. If you submitted 4-5 years ago you might be thinking about going up for the next level. Remember that after you are approved at a level your dossier wipes clean and you start over for the next level. There are elections going on this month for those who serve on the committee. In this round there are three that will be coming up for election the 4-H Youth position, the campus position, and the Community Development position. We won’t know if the new provost is going to make any changes until the call letter comes out in August or September. The committee is working to make some changes regarding confidentiality. August 1 you will submit for a
SharePoint site. Midnight on September 30th is when your paper copy and SharePoint uploads are due. The timeline, guidelines, a checklist of what you need, etc. can all be found on the Extension webpage.

**State Extension Council Update/Report** given by Lynda Zimmerman:

1. Anita Hampton and other State Council members contact new curators (e.g. Maurice Graham, Phillip Snowden and Mary Nelson) and Provost Garnett Stokes to educate about extension. They put a lot of time and effort into this.
2. Legislative Day attendance didn’t hit the goal of 500. Ed Mobley will chair this committee again next year. Will try new approaches to increase numbers. The final numbers were:  
   - 207 Volunteers  
   - 15 MAA  
   - 123 MU Extension faculty, staff, administration  
3. Two representatives will attend PILD—Sallie Jo Potter (NW State Council rep) and Bob Buxton (EC regional council rep).  
4. Tony DeLong will give presentation at PILD about County Business Plans.  
5. Wright and Mercer Counties had MU Extension District option on the ballot. Mercer County’s passed; Wright County came very close but was not successful.

Beverly Malsberger made a motion to adjourn the meeting, Sarah Denkler seconded it and the motion carried. The meeting was adjourned at 2:37 p.m.

Next Board Meeting: June 17, 1-4 pm, adobe

Respectfully submitted by Secretary, Sarah Traub
**PROPOSED**
Constitution
Article III

Membership

Section 1 - Everyone who is full time with at least a 50% extension appointment with the University of Missouri or Lincoln University shall be eligible for membership.

Section 2 - Membership shall carry with it the privilege of holding office and of voting on all matters of business of the association.

Section 3 - Life membership is offered to those association members retiring in good standing for a one-time fee. Life membership shall carry with it the right to receive communications including the newsletter, attend the annual meeting and take part in discussion without the right to vote or hold office.

Section 4 - A one year complimentary membership shall be given to all eligible members hired by University of Missouri Extension or Lincoln University. Anyone hired within the last 6 months of the new membership year will be given a complimentary membership to complete the current year extending through the next 12 month year of membership.

Section 5 - The membership year runs January 1 through December 31.

**From application**
A one year complimentary membership shall be given to all eligible members hired by University of Missouri Extension or Lincoln University. Anyone hired within the last 6 months of the new membership year will be given a complimentary membership to complete the current year extending through the next 12 month year of membership.
Questions for the Cabinet--UMEA Board Meeting April 8, 2015

1. Many faculty seem to be overworked. For example, many faculty are covering counties outside of their “assigned” counties due to faculty vacancies. Some are covering CPD duties outside of their headquartered counties. There is no financial incentives to these extra duties and raises are minimal each year. What is being done to ensure that faculty do not burn out? What is being done to ensure that faculty feel valued?

It is unfortunate that faculty feel overworked. Off campus faculty should work with their RD and PD to discuss programming expectations, scope of work, additional professional development opportunities and local realities to determine how to best balance work and family. Due to the nature of our work and the need to be responsive to our communities, faculty need to work closely with their councils and their supervisors to insure their work load is manageable. We have filled a number of vacancies the past two years, so the additional human resources should decrease most additional work due to open faculty positions. Faculties have served a number of counties for a number of years, including the CPD role. The current fiscal environment does not provide a significant amount of dollars to increase salaries in spite of the entire organization working in many areas of revenue generation to improve revenue. Currently, we encourage faculty to work with councils, communities, RDs and PDs to make sure all of our stakeholders understand our outputs and the outcomes from our efforts. We provide professional development for faculty and staff at a higher level than most Extension programs in the country. We have an awards program that is faculty driven to try to provide recognition for faculty excellence. Faculties are highly valued, just as staff and volunteers are highly valued. In a distributed system, it is difficult to create a pathway that is understood and respected by all as a methodology to help faculty feel valued. This is an area where UMEA could assist. What can you help with? What strategies will speak to faculty that we truly do value them? This is a gap that needs to close. This issue surfaces about every 4-6 years, regardless of administrative strategies.

2. As Extension changes the way we provide services, could we make a uniform statement as to why programs can no longer be free? Specialists need to be able to positively translate the message in unison. We know it is to offset salary, but not sure how. (e.g. Is AG specialist’s money going into an account for AG? Is HES Specialist’s money going into an account for HES? Or is all the salary offset going into a general account?) Specialists are explaining revenue generation in many different ways that may not all be positive to our audiences. We don’t want to lose support because we do not feel confident about the change or what exactly to say. Would it be possible to identify uniform speaking points to share with clientele to help them understand and relate to why fees are being charged?

Over the past decades, MU Extension and extension programs across the nation have experienced a steady reduction in federal and state funding, while expenses continue to rise. With 86 percent of MU Extension funding being used to pay faculty and staff, reliable funding is vital to our ability to deliver extension programming. Therefore, new funding sources must be developed to ensure long-term success. In recent years, we have seen grants, contracts, gifts, sponsorships and limited fees become required sources of revenue to help offset funding reductions. While this has helped, these funding streams are not keeping pace with rising costs. The growing demand for extension programming further complicates our funding situation and heightens the need to develop a fee structure to support extension programs. Generating revenue through fees is not new to MU Extension. MU Extension’s continuing education programs use a fee structure to cover their operational costs. Additionally, counties often charge fees to supplement county commission appropriations.

Fees are collected and returned to the program directors for allocation annually to the regional salary pool. In FY 14, $125,471 was collected centrally from the field. We project FY 15 to have a slight increase.
In recognition of the progress made in fee collection, for FY16, which starts July 1 2015, the cabinet authorized an additional $200,000 in revenue be given to the program directors to allocate into the regional salary pool along with the general operating funds. The $200,000, which is less that what was actually collected, will be distributed proportionally, based on fees collected by program areas in FY 14. Below you will find talking points to use as you plan to collect program fees. These are available at: http://extension.missouri.edu/staff/feegeneration.aspx
1. We expect all faculty and staff to participate in the development, collection and distribution of fees as appropriate.
2. Extension already collects fees in numerous areas.
3. We do **NOT** expect to collect fees for every program. Many programs with the greatest public value will not have a fee.
4. Local costs will be recouped first. Revenue from program fees will be prorated and credited to each local and state extension unit, based on percentage of cost to each of the units.
5. We encourage specialists to expand program sponsorships to ensure that customers are not turned away due to an inability to pay.
6. The majority of fees remitted to the University from regional programs will be returned annually to the regional salary pools for faculty and staff. Program directors and regional directors will work from a program coverage staffing model to insure the funds from fees are utilized for high priority positions in the regions. There will be a small administrative fee to cover processing.
7. Fee generation will help maintain and perhaps even increase the number of faculty and staff delivering programs.
8. Fee generation will help support high-priority positions as outlined in the regional program coverage plan. A similar model is being used for campus operations.
9. MU Extension employs three strategies to develop fees:
   a. Program directors will continue to lead reviews to determine, at the state level, which base programs should charge fees and what level of subsidy might be appropriate.
   b. To understand the full cost of delivering programs, faculty will analyze their programs by completing the worksheets and remitting the appropriate amount.
   c. CE units will continue their methodology of a cost-analysis process to determine program registrations fees.

3. If a state specialist speaks at a program (outstate), is the official policy that the county where the program is located will cover the mileage and a speaker fee? Some state specialists charge while others don’t. Those who say they have to charge told me: “You will have to pay my mileage and my hourly speaker fee from the time I leave the office until I get home.” So if a state specialist comes to my county to speak for 1 hour, the county would pay a total of $602 (410 miles x $0.53) + (7 hr travel time x $48 + $48 for 1 hr speaking). However, Boone County would pay only $78. (10 miles x $0.53) + (30 min travel time x $48 + $48 for 1 hr speaking). That is a huge difference. It doesn’t seem fair if counties far away from campus cannot have access to state specialist because they can’t afford the cost. I think having a set fee would be fair (e.g. $200). I also do not understand why the county has to pay the hourly rate for drive time.

*We believe this is best answered by the Program Leaders. We will ask them, at their meeting next week, to develop an answer to this item.*