

The UME Operations Team - Who Does What?

Business Manager, Fiscal Field Operations – Rhonda Barnhart

Email – rbarnhar@umd.edu

phone - 410.827.8056 x 139

Provides fiscal support for 23 County offices, Baltimore City, and Research & Education Centers.

- Support the AED's and local Administrative staff in managing the county, state and federal accounts. Quarterly monitoring of said accounts.
- Support county budget preparation processes, including the review of MES 8 process. Review and track salaries, prepare budget adjustments, turnover expectancy rates.
- Review and manage grant salary savings for field faculty.
- Prepare requisitions, transfer of funds, and transactions within the KFS system for the counties/Baltimore City.
- Approve purchase orders, vouchers in the KFS system.
- Review vendor contracts and purchases.
- Oversee the Effort Reporting Process for UME employees.

Business Manager, Personnel Management, 4-H Program – Stephanie Jackson

Email – sjacks@umd.edu

phone – 410.827.856 x 138

Provides hiring-related, contract and employment support for the 23 County offices, Baltimore City and Research & Education Centers.

- eTerp workflow management,
- Administrative support of the hiring process for all positions
- Initial employment processes (contracts, payroll, and benefits processes) Assist with Human Resources issues (payroll, timesheets and benefits) Contract renewal (preparation and tracking)
- Separation documents (retirements and resignations)
- Provides support for ALL UME field employees – faculty and staff, permanent and temporary employees.
- Provides financial and personnel support to the Assistant Director/Program Leader for 4-H and the 4-H State office

Business Manager, Sea Grant and UME Grant Support – Teri Zillmer

Email – zillmer@umd.edu

phone – 301.405.3296

Provides financial and administrative support to the faculty and staff in the Sea Grant and ENR program to include:

- KFS account support and reconciliation
Personnel Management
- Grant Management, including salary savings
- Provides financial and personnel support to the ENR Program Leader
- Provides **fiscal support** (budgeting and account reconciliation) for **pre- and post-award processes** for **all UME faculty members with awards over \$50,000**.
- Awards under \$50,000 are to be managed at the local level.

Quick Recap

- County/Baltimore City/REC KFS/Purchasing/Travel questions – first to local administrator, then to Rhonda Barnhart
- County/Baltimore City/REC Hiring/Separation/Timesheet questions – first to local administrator, then to Stephanie Jackson
- County/Baltimore City/REC Pre- and Post-Award Grant Support questions – first to local administrator, then to Teri Zillmer

Business Services Specialist – Taylor Garrett

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Phone – 410.827.8056 x134

Responsible for program support for WREC faculty. Responsibilities to the UME Field Faculty and Staff:

- Responsible for the UME Background Process to include database management and communication with faculty regarding volunteer status
- Responsible for tracking and reconciliation of start-up funds for TTK faculty
- Responsible for travel arrangements for faculty candidates.

Coordinator, Faculty-Staff Support – Dee Dee Allen

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phone – 301.432.4490 x 337

Responsible for the following administrative tasks in support of the faculty

- Promotion and Tenure Process (Data Management, Meeting & Admin Support)
- Promotion Process for PTK (Data Management, Meeting & Admin Support)
- Internal Compliance Review (Admin support for training, materials, scheduling, data documentation)
- Faculty Trainings (Data Management, Meeting & Admin Support)
- Individual Extension Plans (Data Management, Admin Support)
- CV's (Data Management, Admin Support)
- Teaching Effectiveness (Data Management, Admin Support)
- UMERs Data System for Educational Contacts (Data Management, Admin Support)
- Annual Faculty Reviews (Data Management, Admin Support)
- CITI Training (Data Management, Admin Support)
- Maintain database – faculty data

Responsible for the following administrative tasks will be support of staff:

- Administrative Staff and AED trainings (Data Management, Meeting and Admin Support)
- PRD Process (Data Management)
- ICR training (Admin support for training, materials, scheduling, data documentation)
- Maintain database – staff data