

# UNIVERSITY OF MARYLAND EXTENSION

## Staff Advisory Council General Meeting

**Monday, January 22, 2024, via Zoom at 10:15 am**

Attendance – 45 logged into Zoom

At 10:15 a.m., Jim Barey called the meeting to order

### **Old Business:**

Jim announced the [Cluster Sheets](#) were available.

### **New Business:**

At 10:17 a.m. Jim announced the *tentative* Brown Bag Session “Financial Planning”, Jan 31, 2024 - stay tuned for more information over the next few days.

At 10:19 a.m., Jim reported that the Onboarding Review Committee, chaired by Kathy Decker, were working on generating some potential general SOPs. Unfortunately, Kathy was unable to attend the meeting today to provide an update on things, but we should be receiving an update on things in the very near future.

At 10:21 a.m., Jim reported the Training Assessment Assistance Committee, chaired by Bonnie Boyden, was not able to meet due to scheduling conflicts, but those meetings are expected to start soon.

At 10:22 a.m., Lisa McKenna suggested that a Team Building Skills Brown Bag Session be held in the near future

At 10:23 a.m. Jim reported the SAC is currently working on an Informal Mentorship List as an additional resource for the staff and support team. He is currently working on creating a Google Form to send out to everyone in hopes of obtaining some individuals we can identify that are willing to assist with this informal mentorship. Some areas suggested were finance, time sheets, 4-H Online, and KFS tracking. However, we are open to having anyone with approximately 4 or more years of experience in a specific area mentoring in their area of expertise.

At 10:28 a.m. Isaias Tesfaliedet stated that the Informal Mentorship program would be greatly beneficial for him, because he is fairly new to his position and currently does not have a support system on campus.

At 10:33 a.m. Jim reported that one of the roles of both the outgoing and incoming chair, both he and Bonnie Boyden would be meeting with Dr. Kim and other Chairmen to discuss updates, innovations, ideas, and/or suggestions regarding the policies and/or procedures depending on how staff would like to be represented. Bonnie and Jim will be meeting with UMEC on February 2, 2024. At that time, they plan to discuss the Informal Mentorship List, Staff Cluster Map, Brown Bag Sessions, and the Staff Conference.

In the past, Bonnie and Jim were met with resistance in regards to the University hosting the Staff Conference on an annual basis due to lack of finances. However, both Bonnie and Jim think that being persistent with our request and continually advocating for us to receive the additional support would move upper management to have deeper conversations about ways to incorporate the Staff Conferences either biannually or every three years until they are able to secure regular financial support to host it annually.

If anyone has any discussion topics, ideas, or suggestions for Bonnie and Jim to bring up in the meeting, please submit them to Jim or any other Staff Advisory Council member no later than Thursday, February 1, 2024.

This topic will be included in every agenda moving forward.

The Executive Council consists of these members:

1. Jim Barey - [jrbarey@umd.edu](mailto:jrbarey@umd.edu)
2. Megan Messix Stibbe - [mstibbe@umd.edu](mailto:mstibbe@umd.edu)
3. Adrienne Mack - [adrmack@umd.edu](mailto:adrmack@umd.edu)
4. Bonnie Boyden - [bboyden@umd.edu](mailto:bboyden@umd.edu)
5. Lisa Strong - [lstrong@umd.edu](mailto:lstrong@umd.edu)
6. Diane Lewis - [dlewis97@umd.edu](mailto:dlewis97@umd.edu)

At 10:35 a.m. Jim reminded everyone that the General Meetings, open to the entire staff and support team, are held after Admin Mondays in January, April, and September. These meetings are typically scheduled for 10:15 a.m., but could potentially start later if Admin Monday runs over its typical schedule. If this were to happen, the meeting time would be modified to allow everyone the opportunity to have a small break between meetings.

At 10:38 a.m. Jim reminded everyone that the Executive Meetings, for the Staff Advisory Council members only, are held in March, August, and December. If there are any topics that you feel that the SAC members need to discuss, please do not hesitate to reach out to any of us. Jim also advised anyone who has an interest in joining the Staff Advisory Council in effort to make a difference to self-nominate when nominations reopen.

At 10:41 a.m. Trish Moore announced that she wanted to follow up on her suggestion in our last meeting regarding an informal way for staff and support members to meet up via a “Walk and Talk.” The purpose of this event is to create a healthy way for us to connect with everyone while creating a sense of community amongst the staff members. Trish stated that she would like to start this new venture in March and will send a Google Sheet out next month so that anyone who would like to join could sign up.

The Walk and Talk sessions will be held on a monthly basis. The first meeting will most likely be held on the Shore due to it having a flat terrain, but the locations will be staggered throughout the state of Maryland in effort to give everyone the opportunity to meet somewhere locally and to travel to other areas as well. You are welcome to bring a bagged lunch with you. Trish will also be looking into locations where we could eat lunch and have informal mentorship sessions.

Jim thanked Trish for the reminder about the Walk and Talk event, presenting the idea to us and for organizing it. He also used that time to remind everyone to utilize the Cluster map in effort to connect with individuals within their Cluster during other times. Jim informed Trish that once he received the information regarding the Walk and Talk, he would share the information with the entire staff and support team.

At 10:52 a.m. Jim opened the floor for any additional ideas, comments, questions, and/or suggestions from any of the staff and support team. None were forthcoming.

**Meeting adjourned at 10:56 a.m.**

Respectfully Submitted,

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