

**Staff Advisory Council Meeting
September 23, 2019**

Call to order

This meeting of the Staff Advisory Council was held via Webex on September 23, 2019. The meeting was called to order at 10:00 a.m.

Attendees

Cheryl Hill, Brad Paleg, Jennifer Dorr, Trish Moore, Dee Dee Allen, Pam Thomas, Susan Barnes, Nevin Dawson, Wendi Potter, Donna Witkowski, Christa Stibolt, Melissa Russell, Jamie Fleming, Elizabeth McGarry, Peyton Moncure, Koralleen Stavish, Aly Valentine, Jennie Schiazzi, Sara Arnold, Erin Kline, Lisa Strong, Stephanie Mathias, Kathy Decker, Stephanie Jackson, Rhonda Barnhart, Elizabeth Friedel, Taylor Garrett, Roberta Cvetnick, Michelle Harmon, Jill Hauser, Wanda Guard, Ria Malloy, Lee Bridgman, Jean Bosley, Dan Carroll, Caroline Welch, Caroline Johnson, Angela Preston, Wendy Dilworth, Lori Augustine, Melanie Abbott
Jeannette Jeffrey, Patricia Hoopes, Suzanne Klick, Marylisa Schaedel, Lynn DiBastiani

//Faculty-Jim Hanson, Charles Schuster, Mona Habibu

Agenda

1. Cheryl Hill, Chair, welcomed everyone and introduced the SAC Executive Committee. Thank you to our past members leaving the Executive Board: Dee Dee Allen, Debbie Ross, and Nevin Dawson. And we welcome new members that are joining the Executive Board: Lisa Trice, Brad Paleg and Victoria Stone. Brad Paleg is the Chair-Elect per receiving the most votes in the election process. Jennifer Dorr agreed to stay on as Secretary. Thanks to Trish Moore, Past Chair, who will be staying on board in an advisory capacity.

2. AGNR Administrative Professionals Conference. November 6, 2019 at the Marriott Inn & Conference Center. Peyton Moncure discussed the conference. The link was sent via email on September 18, 2019 through Laurie Brown. Here is the link again for anyone interested https://umdsurvey.umd.edu/jfe/form/SV_8ijQaa7RLXmsGMJ Peyton said that Extension makes up the bulk of this conference. The committees have worked very hard on the programming and that it is going to be a great

networking opportunity. Anyone that is further than 75 miles from the conference may be able to get rooms at the Marriott. Extension's administration fully supports all staff to be able to attend this conference.

3. Staff Skill Database- Koralleen Stavish discussed the staff skill database. This is a feature of the new directory on the AGNR website. All staff needs to go into the new directory and update all of your information. Please include a picture. First, go into the new directory and login. Find your name and click on the Edit tab. You will see the tabs: Details, Info, and Expertise. Using these tabs, you can maneuver through to update or add/remove information. If anyone has questions or if there are any issues navigating the directory please contact Koralleen Stavish at kstavish@umd.edu.

4. Survey of staff members for goals of this SAC council and the staff's needs through this council- Brad Paleg discussed that he was working on a new survey to go out in the next week or two that would ask what trainings staff is needing and their feelings about what is currently being offered. He further stated that there is a good amount of training on campus and we are working on getting it out into the field to include Extension staff as well.

5. By Laws Update: All updates were voted affirmatively and the changes will be made. See below.

3.0 Leadership

An Executive Committee shall be made up of the Chair, Chair-Elect and four additional members representing staff with both exempt and non-exempt represented. ~~At least one member shall be from the eastern region and one from the western region.~~ An At-Large position may be appointed to ensure committee diversity. A secretary will be appointed each year by the Executive Committee from within the Executive Committee membership. The Executive Committee will be available to provide input on critical and emerging issues as needed by the Associate Dean/Associate Director. **94% Agree**

The Chair shall serve a term of one year and be responsible for organizing and facilitating the meetings of both the Executive Committee and the SAC. This position will serve as a SAC representative on UMEC. ~~This position will continue in an advisory capacity as Past Chair for one year after their term as Chair has ended.~~ **95% Agree**

The Chair-Elect shall serve a term of one year and then move to serve a one year term as Chair. The SAC Chair-Elect serves in the absence of the chair at SAC meetings and this person serves as the nominating committee chair for officers and new committee members. This position will serve as a SAC representative on UMEC. (No Changes proposed)

The Secretary shall serve a term of one year and be responsible for taking minutes for both executive and general meetings and post the same on UME Answers under UME Organization and to facilitate any correspondence necessary. This position will serve as a SAC representative on UMEC **in the absence of the Chair or Chair-Elect.** ~~One additional member of the Executive Committee will be appointed by the Executive Committee to represent SAC on UMEC.~~ 97% Agree

6. SAC meetings WebEx recordings. Please know that all SAC meetings are recorded and posted on the SAC web page. These recordings will not be archived and will automatically delete in six months.

7. Workplace Wellness- Trish Moore and Ria Malloy have been working on wellness. Ria Malloy shared a wellness plan that is currently in progress called RecWell Fit To-Go the link is www.go.umd.edu/fittogo This is a fitness program beginning in October 2019. You register (via the previous link) to join and there are workouts, fitness classes, wellness articles, etc- all online. This is open to all UMD students/faculty/staff and is free. Sign up now. If this is successful it will be offered again in the Spring. Trish is working on piloting a Wellness program each office would be able to adapt for use. She will share more information as it becomes available.

8. Dean's Council Update- there has not been a Dean's Council meeting since the last SAC meeting. However, a meeting is currently scheduled for October 3, 2019. Brad Paleg and Lisa Trice will be attending and will update everyone at the next SAC meeting on January 20, 2020.

9. UMEC Council Update- Cheryl Hill and Jennifer Dorr attended. Jennifer Dorr discussed the meeting as follows:

- Funding has been allocated to Extension by the Dean. It has not been decided where the funding will be allocated but this is very positive for Extension.
- Website- Administration is in the process of hiring someone to handle the website. The aim is for consistency in all counties

and Baltimore City. In addition, search engine optimization (SEO) will be a big factor to increase Extension's visibility so that our page will be one of the first to come up during relatable searches.

- Professional Development-always ongoing. One aspect of Jeff Howard's new position will be to look at the current onboarding process and programs for faculty and staff development. Again, Brad Paleg will be sending a survey to staff, please reply this is to your advantage.
- Salary Compression- being analyzed. Program leaders are looking into grant funds and accessing more money to work on this for educators.
- Cornerstone Event on 10/29/19. Ensure a Clean and Healthy Chesapeake Bay. All staff is welcome to attend. Admission is free. Here is the link <https://agnr.umd.edu/about/agnr-cornerstone-event-ensure-clean-and-healthy-chesapeake-bay>
- AGNR Administrative Professionals Conference 11/6/19. Register via link below.
https://umdsurvey.umd.edu/jfe/form/SV_8ijQaa7RLXmsGMJ
- Purchasing Cards- working on a training. There has been a lot of issues. UHR is reviewing and looking at codes and charges. There is a list of stores allowed, items allowed, codes to be used. Once they are received from the college we will post them on the SAC webpage.
- Travel- Please review your travel guidelines. Aly Valentine put a training together with field guides and tip sheets for travelers and reviewers. A link will be posted to the SAC webpage once obtained.
- Directory- as discussed previously please go in and edit your profile. The more information the better.
- Health Care Open Enrollment- October 15, 2019 - November 14, 2019. Everyone should have received a postcard in the mail. Go in and review your benefits. Please make sure that you take care of any changes within the open enrollment period. More information here: www.dbm.maryland.gov/benefits

10. Additional Business- Dr. Hanson discussed more on the website and that the benefit of hiring someone to maintain the website will be a huge benefit for all of Extension.

Unfinished business

The topics and issues that resulted from information gathered during this meeting will be reviewed and followed up by the SAC Executive Board, processed, and forwarded to the UMEC.

Announcements

Please encourage participation with SAC to all staff in any location. This committee was started for staff so that we can voice our ideas and concerns, and have our voices heard. If any staff has any questions or concerns not conveyed in this meeting, please feel free to contact any member of the Executive Board. Again, this council is for each of you and anyone who is staff that was unable to join us today. We encourage your participation and thank you for all you have contributed so far.

Anyone who is having problems being able to attend these meetings, please contact this Council, your AED or even anonymously through the suggestion box below (please leave your unit/county). Everyone has the right to attend. At this time, we only get 1/3 of the participation we should get.

Here is the Suggestion Box link

https://ume.qualtrics.com/jfe/form/SV_7aKdoo3NOMOJG5L. Please share your ideas, thoughts and concerns. The Staff Advisory Council is for you.

The next SAC meeting will be on January 20, 2020 at 10 a.m. via WebEx.

Meeting adjourned at 10:45 a.m.