

UNIVERSITY OF MARYLAND EXTENSION

Staff Advisory Council – General Meeting Monday, September 26, 2023, via Zoom at 10:15 am

Attendance – 51 logged into Zoom

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

Announcements:

Welcome to the new staff that have started since our last meeting.

Old Business:

Jim announced the new Executive Committee members: Diane Lewis, Adrienne Mack, and Megan Messix Stibbe. Their terms began in July.

New Business:

Jim announced the UMEC meeting was held on Friday, September 22nd. Bonnie and Jim attended – it was held at the 4-H Headquarters in College Park.

Items the SAC brought to the UMEC meeting:

- Importance of the Staff Conference that was held in April 2023.
- Discussed Onboarding – hope to form a few committees to make this process more streamlined across the board.
 - Onboarding Review Committee
 - Review checklist
 - Training Assessment Assistance Committee
 - These would help supplement our Brown Bag sessions
 - Monthly to bi-monthly training sessions. Training is needed for staff members.

Onboarding Review Committee

- Chair: Kathy Decker (kjdecker@umd.edu)
 - Volunteered to serve on the committee: Vishnupriya Desai, Adrienne Mack, Valerie Murphy, Trish Moore
 - A Zoom meeting needs to be set up for this committee to begin working.

Training Assessment Assistance Committee

- Chair: Bonnie Boyden (bboyden@umd.edu)
 - Volunteered to serve on the committee: Lisa Marie McKenna
 - If you are interested in serving on this committee, please email Jim Barey (jrbarey@umd.edu)
 - A Zoom meeting needs to be set up for this committee to begin working.

Brad Paleg suggested the brown bag events as an opportunity to develop and evolve a sharing culture – and what skill, great idea, hobby, work-life balance idea, or ideas can be shared with our colleagues. And the Training Assistance Committee would be more geared toward what training we need to efficiently do our jobs.

At 10:45 a.m., Jim opened the floor for the Staff to bring up what ideas and training they would like to see.

Topics mentioned:

- Program Assistant Mentors
- Do Good Initiative – sharing ideas on what we are doing that others could also pick up on or evolve into their own ideas.
- “Lack of community” – creating more opportunities for us to engage as a staff together. Sharing ideas in an informal setting.
 - Possibly having a SAC meeting in a centralized location to see other staff members.
 - Regional gatherings (western MD, central MD and eastern shore of MD)
 - The cost would be hard for the county budgets to make this happen.
 - Could we get Dr. Kim to support this?
- Cornerstone Event – having a Staff gathering at the meal break during this event on October 24th.

- Another Staff Conference
 - Brad Paleg mentioned budgeting 1/3 of the cost of the conference cost each year so we can have the money in the budget to have this event more often.
 - We have to keep our Staff “sharpened” so to speak on the technology and tools we are expected to use.

The Executive Council consists of these members:

1. Jim Barey - jbarey@umd.edu
2. Megan Messix Stibbe - mstibbe@umd.edu
3. Adrienne Mack - adrmack@umd.edu
4. Bonnie Boyden - bboyden@umd.edu
5. Lisa Strong - lstrong@umd.edu
6. Diane Lewis - dlewis97@umd.edu

At 10:50 a.m., Jim reported our next Brown Bag on October 18th at 10 a.m. This will be on Zoom and we will be learning about Adobe sign. Ryan Raines from DIT. Ryan has asked for examples and issues you’ve had with Adobe Sign. If you could get those questions to Jim or anyone on the Executive Council by September 29th.

At 10:55 a.m., Trish Moore asked if it would be helpful to have Staff listed by region. That way if there was an event in their area they could ask those near them if they’d like to participate. (Or even just to gather for a Happy Hour or more of a social event).

At 10:57 a.m., Jim reported that our upcoming meetings will be held after Admin Monday on January 22nd at 10:15 a.m. and April 22nd at 10:15 a.m. The agenda will be out the week prior to each of those meeting dates.

At 10:59 a.m., Kathy Decker suggested that each new member please introduce themselves and say where they are working and what their position is.

At 11:01 a.m., Jim reminded us that the next Brown Bag is October 18th at 10 a.m. and the next general meeting will be January 22nd at 10:15 a.m.

The meeting adjourned at 11:02 a.m.

Respectfully Submitted,

Megan Messix Stibbe

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