

**Staff Advisory Council Meeting  
April 22, 2019**

**Call to order**

This meeting of the Staff Advisory Council was held via Webex on April 22, 2019. The meeting was called to order at 10:10 a.m.

**Attendees**

Trish Moore, Cheryl Hill, Debbie Ross, Dee Dee Allen, Nevin Dawson, Jennifer Dorr, Wendi Potter, Wanda Guard, Roberta Cvetnick, Wendy Dilworth, Kathy Decker, Cindy Morris, Ria Malloy, Lori Augustine, Brett Kinnamon, Melanie Abbott, Susan Barnes, Debby Cunningham, Pam Thomas, Diane Timmons, Brad Paleg, Donna Witkowski, Jennifer Howell, Kourtney Lowery, Linda Smith, Lisa Strong, Lisa Trice, Liz Laher, Lynne DiBastiani, Stephanie Mathias, Missy Russell, Dr. Jim Hanson

**Agenda**

1. Trish Moore, Chair, welcomed everyone and introduced the SAC Executive Committee.
2. New officers for the SAC Executive Board. All staff is encouraged to join either self nominate or nominate someone that would like to serve on the Board. Three positions are available. Current terms end June 30, 2019. New term to begin July 1, 2019. Timeline as follows:
  - a) Payton Moncure in Dr. Hanson's office will send out a call for nominations on Friday, April 26, 2019.
  - b) Nominations accepted through Monday, May 13, 2019
  - c) Send out a slate of nominees for election on Monday, May 20, 2019
  - d) Voting ends on Friday, June 7, 2019
3. Cheryl Hill and Lisa Trice went to their first Dean's Staff Advisory Council Meeting. Cheryl reported that it was mostly regarding infrastructure and facilities. Also discussed were open positions, .5% COLA,

and the \$500 bonus coming in April 19, 2019 paychecks. The Dean has requested an audit of Extensions IT services. A University unit will do the audit to see if the services are utilized properly. AGNR is going to host an Administrative Professionals conference on November 6, 2019. This is the first time since 1996. All staff really should attend this conference, the sessions are great and it is a great networking tool for extension staff. The cost is \$35 to attend. Dr. Hanson has stated that if there is an issue with travel funds he can check his accessible funds to see if he can assist. Very good meeting, everyone should take advantage of this opportunity.

4. Report on the University of Maryland Extension Council (UMEC) meeting that Cheryl Hill and Trish Moore attended. The meeting had representatives from all committees, Staff Advisory Council, Faculty Advisory Council, Administrative Council, and State Advisory Committee. Each group discussed accomplishments and it was helpful to hear what other groups were doing. For example, some faculty were unaware that staff professional development sessions were being done monthly through Aly. Now that they know about the seminars, they will make other faculty aware and hopefully it can be worked out so that more staff will be able to attend these sessions. Dr. Hanson shared a very rough draft of his professional strategic plans for the future. His plan is to be completed by August. The staff portion had not really been formed yet. It looks like Dr. Hanson and Aly have great goals for the year.

5. Professional Development workshops being offered. Dee Dee discussed that the monthly professional development trainings will continue. May's training will be regarding Qualtrics surveys and ability to set up meetings through Qualtrics. All staff is encouraged to attend the monthly trainings. From the response to previous professional development polling, staff is seeking more of how to create or use software available, such as the Adobe suite. Ideas were Excel, Quick Books, InDesign, graphic design, WebEx.

6. Discussion on the Dean's Strategic Initiatives and how the staff is or is not playing a part. Staff responded that they did not feel included. Staff members that signed up to help with the initiatives have not been contacted. Dr. Hanson agreed that this is a problem that staff feels ignored and that it is very important to feel connected. Dr. Hanson stated that he will be an advocate for staff. He will contact the department chairs and discuss how to keep staff in the loop and be able to participate in the initiatives.

7. Additional concerns: It was asked if health and wellness is available at any of the county/city extension offices or research centers, as it is on

campus. It did not seem to be. Staff seemed interested in this. This issue will be looked into, starting with the RecWell department.

### **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 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 Trish, Cheryl, 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](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 September 23, 2019 at 10 a.m. via WebEx.

Meeting adjourned at 10:50 a.m.