

Staff Advisory Council Meeting  
April 23, 2018

**Call to order**

This meeting of the Staff Advisory Council was held via Webex on April 23, 2018. The meeting was called to order at 10:15 a.m.

**Attendees**

Debbie Ross, Suzanne Klick, Lisa Trice, Angela Preston, Cheryl Hill, Brett Kinnamon, Linda Smith, Jennie Schiazzi, Lisa Strong, Jamie Fleming, Missy Russell, Barbara Dobbins, Jim Hanson, Bao Nguyen, Brad Paleg, Melanie Abbott, Trish Moore, Wendy Dilworth, Dee Dee Allen, Wanda Guard, Nevin Dawson, Jennifer Dorr, Ria Malloy, Diane Timmons, Chris Dowell, Lynne DiBastiani, Suzanne Klick, Kavitha Sankavaram, Portia Greene, Norma Fitzhugh, Tamara Scott,

**Agenda**

Trish Moore, Chair welcomed everyone and introduced the SAC Executive Committee.

1. Dr. Hanson's office has made an attempt at getting a closer number on what represents staff (which of course changes as personnel come and go) but right now we are at about 190 with only about 32-49 attending the meetings that we have had to date for the Staff Advisory Council. One of our goals is to increase this number. We would love to have everyone become an active participant. One way that we can achieve this is by encouraging our co-workers to join in any online voting, signing in to meet like we are doing today and sending any thoughts or concerns to the anonymous resource we have. Here is the Suggestion Box link [https://ume.qualtrics.com/jfe/form/SV\\_7aKdoo3NOM0JG5L](https://ume.qualtrics.com/jfe/form/SV_7aKdoo3NOM0JG5L). Please share your ideas, thoughts and concerns. The Staff Advisory Council is for you.

2. The College of Agriculture and Natural Resources Staff Advisory Council is the Dean's Advisory Council. We have two staff members who have been representing us they are **Wanda Guard**, Garrett County and **Theresa Rich**, Kent County. First, thank you for representing us at the college level. We appreciate your time and efforts on our behalf. Their term will be up soon so I have asked them to share what the role entails and we would like to do is open these two positions up for nominations. We will send out an anonymous nomination simple form due by April 30<sup>th</sup>. and if we have enough responses we will send out for voting.

3. **Professional development update** – We are very happy to share with you that your suggestions and ideas have been heard by senior staff.

We were excited to welcome Dr. Hanson to this SAC meeting as he was able to join us. Dr. Hanson discussed further the staff numbers and the professional development opportunities listed below. He also discussed that while there are many seminars on campus he realizes that it isn't feasible for staff further away to make those meetings. He will look into seeing alternatives offered and hopes that staff takes advantage of those. Dr. Hanson also inquired about staff mentoring or on-boarding. It was discussed that there may be an on-boarding checklist and that would be researched. Dr. Hanson would like to see a mentor list or and an on-boarding list put in place soon to assist staff, especially new incoming staff members. Learning the culture of UME is paramount to our jobs. Debbie Ross discussed that the first training in September will be regarding who to share/bounce ideas with, what to expect and what is expected, who can help, and where to get resources. Dee Dee Allen stated that Norm Pruitt has AGNR

committee reviewing on-boarding that Debby Cunningham is on the committee for UME. They will meet again in June.

### Staff Development and Training Supported by the ADO

- Starting in September 2018 the ADO and the Operations team will launch a monthly opportunity for staff to gather via WebEx.
- This meeting will take place from 2:00 to 3:00 p.m. in the afternoon
- At each meeting, there will be a training on a specific topic.
- Meetings will occur in September, October and November – we will take a break in December.
- Meetings will resume in January, February, March, with the goal of a face to face meeting in either April or May
- This meeting will take place simultaneously at three pre-determined sites and will be shared via WebEx.

The goal of this initiative is multi-fold:

- To provide training and professional development opportunities for our staff.
- To provide opportunities for the staff to meet together and form working relationships.
- To provide opportunities for staff to share specific skills with others.

4. A proposed change to the by-laws sections 4.1 and 4.2 to read:

**a. 4.1 SAC Executive Board Meetings**

The SAC Executive Board shall meet at least three times per year in September, January, and April when called by the Chair. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised. Other meetings will be called by the Chair as deemed necessary.

**b. 4.2 SAC General Meetings**

The SAC shall meet at least three times per year in September, January, and April when called by the chair. If formal business is to be conducted, it will be done in accordance with Robert's Rule of Order Newly Revised. Other meetings will be called by the Chair as deemed necessary. Each of the three meetings will be held via WebEx (or the University's current web meeting platform), at locations to alternate between east and west regions. Any member can attend in person or join via phone or video conference.

5. Technology updates by Debbie Ross

**a. Adobe – new procedure when you want to access Adobe Acrobat**

\* Instead of renewing the code every year by going to [terpware.umd.edu](http://terpware.umd.edu), we will not go to [adobe.com](http://adobe.com)

\* Click sign in in the upper right corner

\* Type in your full email address (DO NOT PUT IN A PASSWORD)

\* Click next

\* Select Enterprise account (not personal account)

\* We will then be redirected to the UMD CAS login screen

\* Type in your directory id and password

\* Authenticate using Duo

\* Then you should see the Adobe Acrobat Desktop applications available to you.

You can select on Adobe Acrobat and then download and install it.

\* You no longer need to go to Terpware to update your license with the Adobe software products such as Acrobat and the Creative Suite.

**b. DUO – you may have noticed that you don't use Duo to authenticate when you open your UMD email. If you log out of your email, you will need to log back in and authenticate. IF you just close the browser without logging out, you probably won't need to authenticate but once every 2-3 weeks, but that may vary depending on what computer you log into.**

If you do not log off of your Gmail account you do not need to authenticate it using duo as you are already signed in.

### **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.

The next SAC meeting will be on September 24, 2018 at 10 a.m. via WebEx.

Meeting adjourned at 10:30 a.m.