

**Staff Advisory Council Meeting
September 25, 2017**

Call to order

This first meeting of the Staff Advisory Council was held via Webex and on location at the UME- Baltimore County office on September 25, 2017. The meeting was called to order at 10:00 a.m.

Attendees

Present at the UME- Baltimore County office were: Trish Moore, Cheryl Hill, Brett Kinnamon, Erika Taylor, Wendy Dilworth, Lori Augustine, and Lois Dear

Present via Webex were: Debbie Ross, Dee Dee Allen, Nevin Dawson, Jennifer Dorr, Brad Paleg, Angela Preston, Susan Barnes, Suzanne Klick, Alicia Harrison, Norma Fitzhugh, Jamie Fleming, Pam Thomas, Steve Rogowsky, Tamara Scott, Portia Campbell, Roberta Cvetnick, Jill Hauser, Brittany Hamilton, Kristi Evans, Wanda Guard, Linda Smith, Kelly Carroll Richardson, Kathy Decker, Lynne DiBastiani, Patricia Hoopes, Kathleen Porcella, Joyce Browning, Jennifer Dixon Cravens (faculty), Caroline Johnson, Jody Parrish, Katheryn Kinsman, Sara Barnard, Joni Reed.

Agenda

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

Trish Moore, Chair	pmoore@umd.edu
Cheryl Hill, Chair-Elect	chill1@umd.edu
Jennifer Dorr, Secretary	jdorr@umd.edu
Nevin Dawson	ndawson@umd.edu
Dee-Dee Allen	dallen3@umd.edu
Debbie Ross	debbier@umd.edu

Brad Paleg showed everyone how to use Pollev.com and two icebreakers were done.

Trish Moore explained the purpose of SAC and the University of Maryland Extension Council (UMEC) and read through the approved Bylaws.

Trish Moore followed with questions via pollev.com that were suggested by staff for this meeting. Those questions were:

1. What issues should UME work to address?
2. Choose up to three issues/projects that you feel are most important for the SAC to work on?
3. How could this organization structure staff positions so that they could lead to advancement?

4. Would a staff skills database be helpful? And why?
5. There are many retirement seminars and similar personal development workshops that are generally held on campus. Would you attend these events if they were also held at one or more off campus locations?

Unfinished business

The topics and issues that resulted from information gathered during this meeting and from the responses to the questions above (see attached) 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.

The next SAC meeting will be on January 22, 2018 (location to be determined) and also via WebEx.

Meeting adjourned at 11:00 a.m.

UME-SAC 20170925

Current run (last updated Sep 25, 2017 12:25pm)

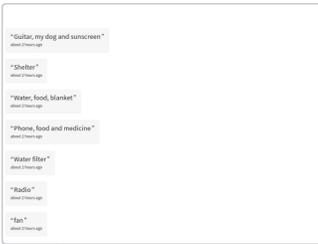
8

Polls

43

Participants

1. If you were stranded on a desert island, what three items would you want to have with you?



Responses

- Husband
- Fire Starter
- Friend
- water shelter food
- Friend
- Pot
- Water
- Knife
- Water
- Water
- Husband
- 1. firestarter 2. machete 3. rope
- Water, Food, husband
- Fire Starter, water, food
- book of safe plants/fish/berries
- Cell phone/computer, flint and wood
- food, water, friend
- Toilet paper
- fan
- Radio
- Water filter
- Phone, food and medicine
- Water, food, blanket
- Shelter
- Guitar, my dog and sunscreen
- Food
- Water, sunscreen, friend
- fishing poll
- Water
- gas for the boat
- Boat, a boat motor, and gas for the motor.
- wine opener
- water, change of clothes, and soap
- Bible, Endless food/water supply, mate
- Sunscreen
- Multi-tool
- tent
- Apple tree
- Fresh water, food, sunscreen
- My husband
- A book
- Lighter, shelter, knife
- Water, knife, blanket
- My phone
- A boat
- dog
- Water, Food, Shelter

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Responses

Responses

Chocolate

Water, wine and cell phone

Beer

water

food, water, books

Friend

Water

Coffee

flint

water

Water

Knife

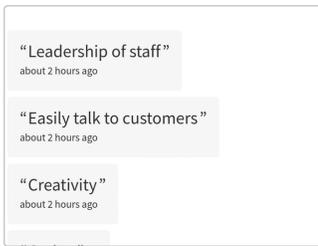
bourbon

Bottle of wine

Book

viola

2. What skills do you bring to your workplace that are currently underutilized?



Responses

proficient writer
 facebook marketing
 volunteer management
 public relations
 Outreach, marketing
 Can't think of anything
 Graphic design
 Outgoing personality
 Media
 all of them
 Knowledge of trainings
 Creative fundraising
 911 quick response skills with a trashcan
 Communication
 Knowledge
 nap
 Supervision
 Proactive
 Graphics/flyer development
 Prompt
 Marketing
 Caring
 Creativity
 Easily talk to customers
 Leadership of staff
 advising
 Budget management
 Equine knowledge
 Timely
 programming
 Computer/ tech savvy
 Ag research
 Organized
 Human Resources skills
 Community connections
 Audio engineer
 problem solving
 data analysis skill
 Microsoft skills in all areas
 Institutional Memory from longevity at UME
 efficient work flow leadership
 Creativity
 creativity
 Patience
 laughter
 Proofreading
 Sarcasm

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Responses

Responses
Scheduling
humor
Proofreading
graphic design

3. What issues should UME SAC work to address? Please use no more than three key words. You may enter multiple answers.

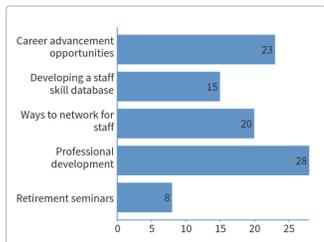


- Responses
- Professional etiquette
- Communication between clusters
- understanding benefits beyond health
- Tenured faculty accountability
- on-boarding
- Hiring process
- Offering opportunities for development
- Tuition remission notifications
- Morale, incentives,
- Conflict mgnt
- Salary
- Training
- tuition benefits for part-time/contractual employees
- Disrespect toward AED's
- Professional Development
- Salary
- Leave, professional development, retreats
- Skills utilized
- Disparity regarding program coordinators
- Policy interpretation
- Professional Education
- skills available
- Educational opportunities
- Loosing vacation time
- Conflict Resolution
- Equity in pay
- training
- Leave/moral/incentives
- Better use of staff skills
- professional development
- Work site conditions
- Lack of marketing
- Civility in the Workplace
- Efficiency
- Consistency
- Professional development
- Lack of training
- Training
- Professional development
- professional development
- Professional development
- Uniformity between clusters
- Professional Development
- Lack of training
- Professional development
- Leadership

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Responses

Responses
 Professional Development
 Staff on-boarding and training

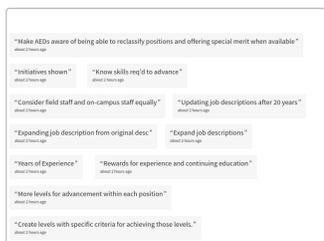
4. Choose up to three issues/projects that you feel are most important for the SAC to work on.



Response options	Count	Percentage
Career advancement opportunities	23	24%
Developing a staff skill database	15	16%
Ways to network for staff	20	21%
Professional development	28	30%
Retirement seminars	8	9%

94
 Responses

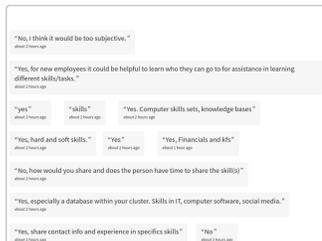
5. How could the organization structure staff positions so that they could lead to advancement?



- Responses
- Allow admins to support faculty outside of the office, such as Field Days, Twilight meetings, assistance with projects/reserach
 - Update the skills every 5 years for the duties of the different positions.
 - Make AEDs aware of being able to reclassify positions and offering special merit when available
 - Know skills req'd to advance
 - Rewards for experience and continuing education
 - Compare across the board the "duties" being performed by each person within their category and maybe restructure position(s) based on duties performed
 - Open positions announced internally first.
 - Consider field staff and on-campus staff equally
 - Initiatives shown
 - Provide training to attain skills needed to advance.
 - Expand job descriptions
 - Updating job descriptions after 20 years
 - Advance with experience
 - Several levels of experience
 - Define the skills needed to advance.
 - Test taking to obtain higher levels
 - Structured staff position ladders with specific skill and experience requirements.
 - More levels for advancement within each position
 - Levels of advancement for positions
 - Based on talent and merit.
 - Have all offices match
 - Years of Experience
 - Create levels with specific criteria for achieving those levels.
 - Expanding job description from original desc
 - Entry level, mid level and advsing or leadership level
 - Structure Staff positions similar to PTK positions taking into account length of service, skill set, responsibilities of position compared to others in similar position(s)
 - Years of experience
 - Seniority
 - Longevity
 - Multiple levels of advancement for every position type (I, II, III, IV, etc.)

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 Responses

6. Would a staff skills database be helpful? Respond with yes or no. And if you respond with yes, please share what information should be collected in the database.



Responses

Yes, Financials and kfs

Software expertise

Yes. It would essentially be like our CV. Professional development, continuing education, volunteerism, community service outside Extension, etc

No

Yearly plans, education level, specialized training or skill sets

yes, it would help with who to ask about a specific subject that I may not know enough about

research

Yes graphic design

E.g., KFS, Eventbrite, graphic design, database management, Excel, InDesign, Photoshop, etc.

publications

trainings

Yes QuickBooks training

Yes, software expertise, social media knowledge

Yes, especially a database within your cluster. Skills in IT, computer software, social media.

skills

No, how would you share and does the person have time to share the skill(s)

No, I think it would be too subjective.

yes

Yes, share contact info and experience in specifics skills

We can make better use of certain skills in other offices

Yes, for new employees it could be helpful to learn who they can go to for assistance in learning different skills/tasks.

Yes, hard and soft skills.

Yes. Computer skills sets, knowledge bases

Yes

no

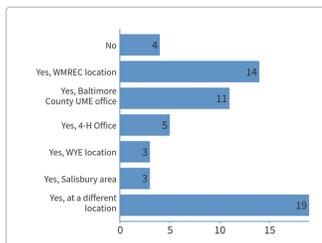
Yes

yes

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Responses

7. There are many retirement seminars and similar personal development workshops that are generally held on campus. Would you attend these events if they were also held at one or more off-campus locations?



Response options

No

Yes, WMREC location

Yes, Baltimore County UME office

Yes, 4-H Office

Yes, WYE location

Yes, Salisbury area

Yes, at a different location

Count Percentage

4 7%

14 24%

11 19%

5 8%

3 5%

3 5%

19 32%

59

Responses

7a. If you selected "Yes, at a different location", what location(s) would you suggest?



Responses

- Online
- PG County for so md cluster
- Online and recorded
- Howard County Fairgrounds
- web ex
- online so that each office can join without traveling
- Attempt to have at every UME location at least once
- howard county office
- online
- Garrett/Allegany County for travel or online
- Hold them within your clusters
- Allegany County Fairgrounds
- Eastern Shore extension office
- Allegany County
- WebEx
- Carroll County
- Each county office
- CMREC in Ellicott City
- Online
- Baltimore County Office
- harford county
- Hartford county
- baltimore city
- Some place on the Eastern Shore
- At my desk using WebEx.
- Harford
- What about making them WebEx accessible?
- Online
- Carroll County

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Responses