

**Staff Advisory Council Meeting
January 27, 2020**

Call to order

This meeting of the Staff Advisory Council was held via WebEx on January 27, 2020. The meeting was called to order at 10:00 a.m.

Attendees

Cheryl Hill, Brad Paleg, Jennifer Dorr, Lisa Trice, Vicki Stone, Trish Moore, Dee Dee Allen, Kathleen Decker, Cindy Morris, Pam Thomas, Steph Mathias, Jean Burchfield, Ria Malloy, Suzanne Klick, Angela Preston, Taylor Garrett, Taylor Robinson, Stephanie Jackson, Rhonda Barnhart, Elizabeth Friedel, Nan Stenzel, Jody Parrish, Joni Reed, Sara Barnard, Amanda Hawkins, Ashby Ruddle, Rebecca Chippendale, Melanie Abbott, Lori Augustine, Missy Russell, Jamie Fleming, Barbara Dobbins, Susan Barnes, Caroline Welch, Wendi Potter, Lee Bridgman, Rachel Rhodes, Jenny Rhodes, Erin Kline, Linda Smith, Lisa Strong, Sara Arnold, Lynne DiBastiani, Marylisa Schaedel

Agenda

1. AGNR Administrative Professionals Conference was held November 6, 2019 at the Marriott Inn & Conference Center on campus. The conference was a success and we are thankful to the Dean's office for putting the conference on. When these opportunities are offered, please take advantage to receive Professional and Personal Development; and to justify holding more of these types of opportunities in the future. This is a great opportunity to meet others, share information, and make great connections to campus that might be useful in the future, as well as gain professional development. It's also an opportunity to get out of the office and network with others.

2. Brad Paleg discussed the survey he has been working on for all staff members regarding goals of this SAC council and the staff's needs through this council. The link for the survey is <https://go.umd.edu/ume-sac-training-survey> Please take 8-10 minutes to complete this survey by February 5. The intent of the survey is to discover information you feel you may be lacking, skills you wish you had more training on in order to use

them more effectively, and anything else you would like to share with SAC to help us be more effective and relevant in regards to the way we represent the staff of Extension.

3. Staff Skill Database- Koralleen Stavish did a training in September. If you are having difficulties, please contact Koralleen at kstavish@umd.edu or call 301-405-2913. She will be happy to assist you with editing your entry, establishing your bio and adding your areas of expertise.

4. Workplace Wellness- Trish Moore gave an update on the workplace fitness program. The fall fitness program went through the month of October; if you participated, they are requesting feedback. It does not look like it will be available for the spring, but they are working on another fall fitness program to begin again in October. RecWell Fitness is open to all UMD students/faculty/staff and is free.

5. Dean's Council Update- Cheryl Hill and Lisa Trice attended the meeting in January. Payment turnaround time of invoices through the Quali Financial System (KFS) was discussed; it is currently 30-45 days. You need to accurately match the invoice to purchase order—there will be step-by-step instructions for what needs to be included on the invoice. If the invoice does not have a purchase order, the turnaround time is much quicker. For any invoice issues, feel free to contact Rhonda Barnhart (rbarnhar@umd.edu) or Aly Valentine (valenta@umd.edu). Still being worked on is the Shell Shop, which will be for procurement card use. It will be a conglomeration of standard stores like Walmart, Target, Amazon and office supplies stores that will already be set up with our tax exempt permissions. In addition, Laurie Brown has been working on a newsletter for release from AGNR Human Resources that will include PRD preparation, compliance issues, etc. Discussions of a new software system that will make it much easier for each program to “talk” to one another is in the works. Programs such as PHR, Eterp, Financials, Quali, etc.

Dr. Hanson joined the conversation to discuss the canceled UME annual conference. The decision was made due to lack of funds. The estimated cost of the conference was \$150k – \$200k and it did not seem wise or appropriate to spend that at this time. The annual conference was not canceled for good, only pushed back a year.

6. AGNR Awards information will be coming out later next month. Please take the opportunity to read through the categories and work as a group to nominate a deserving person in your office/cluster, whether it be staff or faculty. There is a packet to be created with required documents, but the work pays off, especially if your nominee is recognized.

7. PRDs are what they are and are not all that inspiring. Administration knows and recognizes this. However, the PRD rating system is set by the University and the Union, so there is little control from our College. We encourage AEDs and Program Leaders to recognize and acknowledge good work when it happens. If faculty are receiving kudos for a program they put on, there was probably a staff person involved as well. We encourage AEDs to recognize staff contributions and to nominate worthy staff for AGNR awards, as well as Board of Regents awards. Aly has stated, last year there was significant talk about establishing a university committee to review the entire PRD process. This will be updated as more information becomes available.

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.

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.

The next SAC meeting will be on April 27, 2020 at 10 a.m. (or immediately following Admin Monday) via WebEx.

Meeting adjourned at 10:25 a.m.