

**Staff Advisory Council Meeting
September 24, 2018**

Call to order

This meeting of the Staff Advisory Council was held via Webex on September 24, 2018. The meeting was called to order at 10:00 a.m.

Attendees

Trish Moore, Cheryl Hill, Debbie Ross, Dee Dee Allen. Nevin Dawson, Jennifer Dorr, Wanda Guard, Wendy Dilworth, Susan Barnes, Debby Cunningham, Brad Paleg, David Toledo, Peyton Moncue, Jim Hanson, Aly Valentine, Bao Nguyen, Jamie Fleming, Missy Russell, Ariel Delgado, Lori Augustine, Melanie Abbott, Brett Kinnamon, Victoria Stone, Donna Witkowski, Michelle Preston, Jennifer Howell, Sarah Hirsch, Norma Sanchez, Chris Anderson, Chris Dowell, Kathy Decker, Ria Malloy, Felix Byobeng, Barbara Dobbins

Agenda

1. Trish Moore, Chair welcomed everyone and introduced the SAC Executive Committee. Debbie Ross and Brad Paleg were thanked for technical support.
2. Staff were requested to enter their county and name into the chat box for accurate attendance to be taken.
3. Trish Moore began today's meeting with an icebreaker. In the chat box staff were requested to put their name and county and then the name and one accomplishment or activity they are proud that one of their staff coworkers has done. This exercise will continue with a follow up request from each staff member starting in the East region by sharing a little about what they do, an accomplishment they are proud of and maybe a photo or visual to go along with that. It will be shared at the January meeting and then one will follow for the West region.
4. Explanation and purpose of SAC and UMEC were discussed. The purpose of these bylaws is for the operation of the University of Maryland Extension (UME) Staff Advisory Council (SAC) created by the University of Maryland, Extension Plan of Organization (EPO). The SAC shall advise Associate Dean/Associate Director (AD) in staff related matters. The purpose of the SAC as stated in the EPO is to provide recommendations related to staff matters to the University of Maryland Extension Council (UMEC).
5. The updated Bylaws were reviewed as approved. The updated Bylaws will be posted in UME Answers under the Staff Advisory Council Section.
<https://wiki.moo.umd.edu/display/umeanswers/Staff+Advisory+Council>

6. Topics shared from the last Staff Advisory Council survey

A. Training sessions: for professional development for staff -Ms. Aly Valentine shared with us that trainings will be the 2nd Wednesday of every month at 9 am. It will start on October 10th with a presentation of data gathered by Dee Dee Allen to discuss which trainings should be in the first set of sessions and come with a plan and schedule.

Then, the second Wednesday of every month from November through April will be an hour long training session of some topic, via WebEx, allowing everyone to connect from their office without traveling anywhere. In May, they hope to have a session where we all come together, at least in 3-4 different locations, for a face-to-face session as much as possible.

B. UME website page for faculty and staff- last August Dr. Hanson shared a UME page – a resource center as being great for faculty mentoring. There is also a staff line that we can add to. Staff was asked to respond with any items they would like on this page. Dr. Hanson suggested listing the training topics under this webpage and also using it as a tool to add links to other items that staff may not be able to find easily. Dr. Hanson also suggested linking the APT University Standards so that staff could review benefits that are set at the University level. The website is <https://wiki.moo.umd.edu/display/umeanswers/Staff+Advisory+Council>

C. Benefits: Spousal tuition remission benefits for exempt contingent II staff- They are set at the University level for different positions - even above the college level for the Dean's advisory. They are set system-wide. Recommendation would be for people to look at benefits before applying/accepting positions, if tuition remission is really what they want. There are certainly several positions open on a regular basis that would provide that benefit, but would require taking a different position that the individual would be qualified for, possibly in a different department or college on campus. Aly Valentine and Dr. Hanson reiterated the point benefits are at an institutional level.

7. Nominations for the Staff position for the Staff Council to the Dean of the College of Agriculture and Natural Resources are going out soon. Please submit your nomination with a short blurb about yourself. Two names will be put forward one from the East region and someone from the West region. The mission and objectives are listed below.

MISSION AND OBJECTIVES

Section 1. MISSION. To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.

Section 2. OBJECTIVES. The objectives of the Council are to:

- 1) Provide a mechanism for staff input in decision making processes.
- 2) Provide feedback to the Dean on proposed policies affecting staff.
- 3) Provide a forum for issues and concerns of the staff to be brought to the attention of the Dean.
- 4) Increase communication among the staff of the College of Agriculture and Natural Resources.
- 5) To promote the growth, development and advancement of College of Agriculture and Natural Resources staff.

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.

Here is the Suggestion Box link https://ume.qualtrics.com/jfe/form/SV_7aKdoo3NOM0JG5L. Please share your ideas, thoughts and concerns. The Staff Advisory Council is for you.

The next SAC meeting will be on January 28, 2019 at 10 a.m. via WebEx.

Meeting adjourned at 10:35 a.m.