

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

Call to order

This meeting of the Staff Advisory Council was held via Zoom on April 27, 2020. The meeting was called to order at 10:15 a.m.

Attendees

Cheryl Hill, Brad Paleg, Trish Moore, Jennifer Dorr, Lisa Trice, Vicky Stone, Annie Steele, Caroline Welch, Donna Witkowski, Koralleen Dolecek Stavish, Roberta Cvetnick, Joanne Littlefield, Kristi R Evans, Stephanie Jackson, Lisa McKenna, Barbara Dobbins, Taylor Garrett, Kayla Griffith, Joni Reed, Ashby Ruddle, Kathy Decker, Racheal Slattery, Suzanne Klick, Erin Kline, David Toledo, Lisa Strong, Peyton Moncure, Steph Mathias, Carla Porter, Aly Valentine, Dayna Russell, Lauren Mohler, Lynne DiBastiani, Susan Barnes, Wendi Potter, Liz Laher, Kristy Ratcliffe, Sherry Frick, Kelly Carroll Richardson, Jim Hanson, Dee Dee Allen, Rhonda R. Barnhart, Maylisa Schaedel, Pam Thomas, Shelley King-Curry, Lori Augustine, Linda Smith, LaTasha Coleman, Wanda Guard, Cindy Morris, Missy Russell, Ariana Strahl, Melanie Abbott, Missy Tucker, Wendy Dilworth, Karol Dyson, Judith Crawford, Donna Mohler, Laura Wormuth, Caroline Johnson, Barbara Barga, Cathy Yingling, Angela Preston

Agenda

1. COVID-19

Recording available:

Dealing With Stress During COVID-19 Crisis - <https://go.umd.edu/sac-covad-19-presentation>

Below are the links to each presenter's visuals within the video:

What is Stress - Jeanette Jeffrey, <https://go.umd.edu/sac-covad-19-jeffrey>

Manage Your Stress - Tom Ruggieri, <https://go.umd.edu/sac-covad-19-ruggieri>

Re-defining Relationships - Alex Chan, <https://go.umd.edu/sac-covad-19-chan>

2. Nominations and Elections

**use this link to submit your nomination: https://ume.qualtrics.com/ife/form/SV_bmfji6xOTJK5FCR

Staff are encouraged to join and self-nominate or nominate someone that wishes to serve on the board.

Two positions will be available, Trish Moore and Jennifer Dorr. Current terms end June 30, 2020 so the new term will begin July 1, 2020. The timeline is as follows:

- a) The call for nominations will be discussed at the April 27, 2020 general meeting.
- b) Nominations will go out on Monday, April 27, 2020
- c) Reminder to nominate week of May 4th
- d) Nominations accepted through Monday, May 11, 2020

- e) Send out a slate of nominees for election on Monday, May 18, 2020
- f) Reminder to vote May 27
- g) Voting ends on Friday, June 5, 2020

3. Professional Development Survey – Brad Paleg sent out a survey after the January 2020 SAC meeting to discover information that staff may feel they are lacking, such as trainings necessary or any relevant information to assist with daily tasks. There were 40 responses. The SAC Executive Board is following up on your responses. (See survey attached).

- There are numerous hard and soft skills listed that can be learned through UMD LinkedIn Learning (formerly Lynda.com). The link is: <https://linkedinlearning.umd.edu/> You will need to login with your UMD credentials. UMD staff has unlimited access to LinkedIn Learning's online library of instructional videos. In addition, we are working on trainings for staff and will provide them to you as soon as they are available.

4. What can we do to help you work from home?

a) Some of you mentioned having issues with internet connections. County libraries, local food spots are offering WiFi from their parking lots. In addition, here are some links that may be useful:

<https://www.southernmarylandchronicle.com/2020/03/17/comcast-announces-comprehensive-covid-19-response-to-help-keep-americans-connected-to-the-internet/>

Xfinity hotspots nationwide <https://www.xfinity.com/support/articles/open-xfinity-wifi-hotspots>

Antietam Broadband free hotspots <https://www.antietambroadband.com/internet/wifi-hotspots-map>

*Also, feel free to contact IT with any questions or issues that you may have.

b) Also, a few participants offered their skills to others.

- If you need assistance with keeping your webpage up to date and searchable, please contact Ria Malloy at mmalloy@umd.edu

- If you would like some assistance with social media, web page development and content management, communications and media outreach, best practices, press releases, etc., please contact Laura Wormuth at lwormuth@umd.edu

c) Our **UME Dynamic Learning** team shares updates during COVID-19 stay at home orders. Each week, the team will offer training workshops offered by UME Educators and Staff and record them for later viewing. The first one is Friday, May 8. The site has helpful tutorials, websites, links, and where appropriate distance teaching examples by UME colleagues. There is also a link for folks to post innovative teaching examples as well. As a reminder, the summary site to support you during teleworking is found at this link. <https://extension.umd.edu/about/resources-educators/dynamic-teaching-resources>

-Watch the promo video for the first training webinar here: <https://youtu.be/ph1TfV16Xik>

5. Questions/Comments –you can submit anonymously here <https://go.umd.edu/Suggestion-Box>

a) One main question was how we will go about getting back into the offices. Aly Valentine responded that they are working on that solution with Norman Pruitt and that there is an AED meeting later to discuss protocols, but nothing is in place yet. As soon as decisions are made she will let us know.

b) Dr. Hanson stated that he appreciates everything staff is doing during this pandemic and that all staff is doing a great job! He appreciates all of the support, and that we, as staff, are the key connections to clientele and programs.

c) Dee Dee Allen discussed the re-organization of UME Answers

<https://wiki.moo.umd.edu/display/umeanswers>

She is seeking information to get this website up-to-date and easy to use. Please contact Dee Dee via email at dallen3@umd.edu and let her know: How do you use this platform? What do you find helpful? What do you NOT find helpful? What would you like to see on there? Also, let her know if you are interested in assisting- any help is appreciated and thank you!

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://go.umd.edu/Suggestion-Box> . 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 September 28, 2020 at 10 a.m. (or immediately following Admin Monday) via Zoom.

Meeting adjourned at 10:50 a.m.