

Staff Advisory Council - General Meeting  
Monday, May 1, 2023, via Zoom at 9:00 AM

**Attendance** – 30 logged into Zoom

Bonnie Boyden called the meeting to order

It was mentioned that the April meeting was moved until after the Administrative Staff Conference to be able to give feedback.

**Old Business:**

**Brown Bag Session**

We thank Dee Dee Allen for her instruction about UME Answers. A video of UME Answers would be a good tool for new employees and the Operations Team to include in their onboarding process.

Suggestions for future Brown Bag sessions:

- Website Management would fall under the Communications department. It was noted that Laura is working on having some upcoming instructional sessions with those that are content managers. She had many tips and good information at the conference.
- Concur – how do Extension employees fill out requests and expenses, start to finish? There was mention of existing job aids to help you through the process. Tom, who gave tutorials on Concur, is moving to another department, and they are hoping to have another person soon. Still, they will need time to acclimate before we can request additional training.
- Basic Photoshop – Trish Mills did a great job at the conference.

**Review of Administrative Staff Conference:** See poll questions & answers attached to minutes

Thank you to Dr. Kim for making it happen quickly, and the Operations Team did an excellent job planning the event. Thank you to the staff for the comments about the conference.

**New Business:**

**Openings for Executive Board Members**

We have three vacancies on July 1, 2023. Thank you to Kathy, Brad, and Wanda for serving on this committee. Nominations will go out this week calling for nominations. This is a two-year commitment. You get to know your colleagues through brainstorming and challenging each other to address the needs of Extension Staff. This is also a significant opportunity to connect with Extension Administration on campus.

**Ongoing Items:** We are still working on where to house the SAC minutes and bylaws.

**Other Items:** None at this time.

**Next Meeting:** September – new committee members will be announced.

The meeting ended at 9:40 am.

Respectfully submitted,

Lisa Strong

1) Did you gain knowledge/skills from the session?

17 - yes

0 - no

4 - didn't go

2) If yes, please share one example.

new photoshop techniques

I thought Trish did an excellent presentation (Canva, Photoshop and the website) and appreciated that she provided handouts. I'm anxious to try what I learned! (5x)

I gained a basic understanding of the Financial Policies / KFS (2x)

For me, it's all about relationships. I met people who I interact with regularly and got to know them a little better.

How to create a Google Form. Accessibility on the website. (2x)

Just a general sense of being a part of a group; for those of us who are in offices with only one Admin or BSS, we can tend to feel like we have no one to relate to.

Some google app tips

I really enjoyed meeting staff from other areas and learned a lot from discussions with them.

As a new team member (2 months in now), I thought that attending the Website Content Management session with Laura was great!

I truly appreciated Dr. Alex Chan's mental-wellness session was a perfect start to the conference.

Networking. information by connecting with people and knowledge from the sessions (concur)

The Concur session was full of explanations and I think we could've sat there for hours learning more. I picked up on ways to do a running report. Also, being encouraged to start a report right away for long distance travel and conferences.

Better understanding of the grant life cycle. New Google tips and reinforcement of others.

### 3) What was the one biggest take away you got from the conference?

I am not a fan of mindfulness in general but Alex's presentation really resonated with me.

We work better as a unit when we share information, knowledge, and skills!

Biggest takeaway - that we can all keep learning. I have almost been with Extension a year, so it's nice to see that other counterparts from around the state are still learning new skills as well.

I felt part of a greater group, all working to better our skills and further the mission of Extension.

Our efforts do not go unnoticed.

It is nice to put faces to names in person. I think it makes me feel more in touch with that person.

Opportunity to network.

It was a very positive experience. It made me feel proud to be part of the organization and its mission.

Being a new employee, it was very beneficial for me to meet others from various offices and gain more of a connection. I thought it was a wonderful conference!

I am just learning about grant management so sitting in on that clarified many questions I have now or will have as my team brings more grants my way to shadow and manage. Good stuff.

Erricka's statement about Baltimore. If Baltimore isn't well, then the rest of the state isn't well. It spoke to me. And Extension is poised to be on the scene.

It was very good to get to know others around the state and within extension.

Networking and putting faces with names

4) What, if anything, didn't work for you?

It sounds trite, but the food was not labeled with what it was/ingredients. For those who have allergies, etc. this was problematic. (2x)

We needed to have a gathering (opening) and a closing

Location & timing were not favorable for my schedule.

Timing-- it was a great location but with my kid's bus schedule I wasn't able to attend all of it.

An opening the second day with a print agenda

Great facility, perfect for the break-out sessions.

Opportunity to take ALL sessions.

maybe some more information on what content is being covered for each session on the registration

Would have been great if we could have all been in one hotel so we could have networked more.

Longer sessions would have been nice to get more in depth. Keynote could have been during lunch to save that hour for another session or longer sessions.

5) What worked for you?

I liked the location (4x)

The ease at which we could move from session to session

It was the people (2x)

I liked that we were able to give an opinion on what classes would be offered, and that we were able to choose among several.

I appreciated the keynote speakers and what they offered. It was work related but also general life related. (2x)

I thought the conference structure worked well.

What I took away was that when something affects once of us, we are all impacted.

Very relaxing atmosphere.

Being in person with our colleagues. Still after 12 years I'm putting faces to names!

It was much better than I expected. Everyone did a great job.

6) What would you like to tell to the next conference planning committee?

Come with an open mind...no topic is too great or small.

Offer office coverage so everyone can attend or offer multiple days of the same conference so we can take turns attending.

More interactive sessions with the entire group. Ice breakers or team building

One full day

We needed to have a gathering (opening) and a closing



7) Would you attend again if offered next year?

19 - yes

0 - no

3 - unsure