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## Monthly Talking Points, August 2023

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# Monthly Talking Points

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## The countdown begins!

For most of us, August is the month we make our final preparations in anticipation of students arriving for the fall semester. That also means that our email inboxes are inundated. Here is a round-up of important messages and resources to ease the transition.

- **FERPA is updated.** [FERPA protects student information](#) and is relevant to every employee in the UMS. Whether you access student data intentionally for work or inadvertently while cleaning an office, it is essential to understand your responsibility.
- **Annual Compliance Training is live** [on UMS Academy for all employees and student employees](#) and must be completed by May 1<sup>st</sup>, 2024.
- **Accessibility 101:** [9 simple tips for creating accessible documents.](#)
- **Board of Trustees update.** You can access livestreams of meetings, recordings, and meeting minutes and learn how to [communicate with the Board of Trustees on their website](#). For the most recent report, watch the [July meeting recording](#). The next meeting is on September 11, 2023.
- **Monthly Tips**
  - **Are you taking breaks?** Research shows that [taking effective breaks](#) throughout the day improves focus and efficiency and increases energy. Just 5 minutes a few times a day can make a huge difference.
  - **A Great Manager's Most Important Habit.** I've been enjoying articles like this from Gallup, thanks to [Kim-Marie Jenkins](#) the Director of the UMS Office of Organizational Effectiveness!

## Resources

- **[Internal Communications Website.](#)** UMS Email and Talking Points archives, Communications Request Form, Accessibility resources, and more!
- Please contact me at [UMSCommunications@maine.edu](mailto:UMSCommunications@maine.edu) if you have any ideas, helpful items to share, questions, or comments.