CANR Staff Advisory Committee Meeting Minutes
November 1, 2017
120 Packaging Building
3:00 pm – 4:00 pm
Taken by: Colin Phillippo

Present: Sharon Reasoner, Bridget Becker, Colin Phillippo, Michelle McLain, Kris Hynes

1. Welcomed new member Bridget Becker to the committee
2. October meeting minutes approved
3. Discussed monthly staffer for this month
    a. Bridget will take over monthly staffer duties from Jackie
4. Katie and Kris working on Survey Monkey for staff DEI committee candidates
    a. May only use for voting
    b. Send information about each candidate in an email?
        i. Candidate descriptions taken verbatim from application form
    c. Random order for candidates to prevent bias toward first on list?
        i. Alphabetical when listed in email
        ii. Randomized by Survey Monkey for each voter?
    d. Length of term?
        i. Stagger ending of terms to maintain continuity
        ii. CAC is drawing names to assign different term lengths at random
            1. We may do the same
    e. SAC will replace representatives as terms end
5. Tomorrow staff have the opportunity to meet with the DEI Associate Dean candidate at 2:45 p.m.
6. Annual award announcements went out
    a. Due on 11/17/17
7. MSU Safe Place
    a. Domestic abuse resource center
    b. Collect donations of needed items and money
    c. Follow-up information from Heather at next meeting
8. Spring picnic April 18, 2018
    a. Dean Hendrick is considering other options for upcoming years
    b. No changes for this year
9. Action Items
    a. Website updates
        i. Meeting minutes
        ii. "Did You Know"
            1. Initially a series of articles about educational assistance programs
            2. Articles will accumulate on website over time
    b. CAC members receive monetary compensation for their service, but our SAC member attending those meetings does not
        i. Kris will find out more
        ii. Discuss with Dean Hendrick?

c. Close out SAC facebook page
    i. Ellen Schueller
        1. Kris will contact her