**College of Agriculture and Natural Resources**

**College Advisory Council**

**Minutes November 11th, 2022, 3:30 PM**

Zoom Meeting
<https://msu.zoom.us/j/91666235866>
Meeting ID: 916 6623 5866
Passcode: CAC

Attendance: Dale Rozeboom, Matt Raven, Kelly Millenbah, Scott Loveridge, Jo Latimore, Satish Joshi, Erik Runkle, Logan Leen, Abigail Alberganti, Runsheng Yen, Moe El-Gafy, Lisa Tiemann, Zey Ustunol, Michelle Nerf, Janet Ireland, John Wise, Quentin Tyler, Laurent Matuana

1. Call to Order at 3:30 PM by Dale Rozeboom, Chair.
2. Introductions, and welcome undergraduate and graduate student representatives - Logan Leen and Abigail Alberganti .
3. Approval of agenda was approved without any additions by general agreement
4. Approval of minutes by general agreement
5. Update - Dean Kelly Millenbah. Dr. Woodruff is Interim President and Dr. Jeitschko is Interim Provost. New holidays for Michigan State during the holidays. Continued work on uplifting each other in the college, Extension and AgBio Research. Communications is working on stories about CANR. Dean Millenbah opened it up for discussion. Runkle brought up length of time for travel reimbursements. Dean Millenbah was going to investigate. Joshi brought up transfer of funds from Vanguard to TIAA-CREF taking a long period of time and those funds not being available. Rozeboom asked about new holidays and essential workers, Dean Millenbah responded that departmental HR representatives should have a memo about how that is being handled. Ireland asked about units that have open vacancies in relation to Travel, is travel getting held up in a respective department or in Travel (or both). Tiemann noted how in their department they enter their own travel and if errors were made it was confusing about how to fix the errors. Rozebaum asked about Matt Baum about his new role in corporate fund raising for CANR. He is to work with Unit leaders to work in the corporate space. Major focus for CANR working with corporate sponsors. Dean Millenbah commented that faculty led tours are super beneficial to show stakeholders what is needed in terms of infrastructure.
6. Assistant Dean for Faculty Affairs and Development Update - Scott Loveridge. No updates and no questions for Loveridge.
7. DEIA text for grant proposals – Quentin Tyler. Draft language is in Teams site (DEIA boilerplate language for grants). Office of DEIT is available for greater detail for specific departments and specific proposal calls. What has been provided is a starting point and general. Loveridge noted that it might need to be trimmed based on specific calls. How does a faculty member find it from a year now and how will it be updated? Mautana appreciated it being developed and noted how Dr. Tyler helped them with their proposal. Loveridge recommended verbiage on the DEIA web site noting its existence and available help. Mautana brought up the need for verbiage around the concept environmental justice. Tyle reported that there is a report available around accessibility. Rozeboom asked Tyler if there was anything else he wanted to share. Tyler indicated they could help with grant proposals around DEIA. Can look at development of advisory committees within the context of DEIA. There are on-going lunch webinars on DEIA on the first Tuesday.
8. CANR (College of Agriculture and Natural Resources) Annual Meeting Subcommittee Report - Jo Latimore, Satish Joshi, Erik Runkle. Latimore reported on the work of their subcommittee to increase attendance at the Spring Faculty Meeting. Think Hybrid mode is important (face-to-face as well as Zoom) as well as a social networking activity such as coffee and cookies. Example of Agenda in Teams folder. Opportunity for college leadership to talk and answer questions. Opportunity for highlighting a sample of department’s new activities. Request short updates of all the units from that select a sub-sample with different ones the following year. Need for by-law votes. Announcement of standing committee reports and the need for following college and university by-laws. The sub-committee is looking for inputs and comments. Inquiring Mind exercise brought up by Loveridge to modify the question format for college leadership (questions on 3X5 cards and handled by a moderator in an anonymous manner). Tiemann asked about proposed by-law change and if it could be retracted. Discussion about possible alternatives for the networking social instead of coffee and cookies. Discussion about capturing some of the departments’ accomplishments on video and displaying them at the meeting. Discussion about emailing reports to all faculty and providing links to the report on the agenda. Another possibility is to have committee representatives available to answer questions which would also satisfy the by-law requirements. Latimore brought up about who can speak at the meeting as discussed in the by-laws. There are some inconsistencies that exist in the current by-laws that need to be addressed. Discussion about how the items should be ordered. Rozeboom commented on the sub-committee moving this in the right direction. Latimore requested that comments be added to the working document in Teams. Will continue to work on it before referring it to the Dean’s office. Rozeboom commented need to have finalized by February.
9. Leen commented on how undergraduate experience is returning more to pre-Covid normality.
10. Next meeting is Friday, December 9th, 3:30 PM and will pursue with Dean’s office.
11. Rozeboom adjourned the meeting at 4:30 PM