



July 1, 2017

TO: Staff in the College of Agriculture and Natural Resources (CANR)

FR: CANR Staff Advisory Committee (SAC): Sharon Reasoner (chair), Heather Miller (vice-chair), Michelle McLain (assistant vice-chair), David Main, Colin Phillippo, Rene Wilson (secretary through November), Mackenzie Graham (secretary December forward), Kathryn Reed, Tristan Foster, Jackie (DeSander) Lindsey, Sarah Carroll, and Kris Hynes as CANR Dean's Office Liaison

RE: Accomplishments for July 2016 to July 2017

The Staff Advisory Committee for the Dean of the College of Agriculture and Natural Resources has completed another successful and productive year. "Staff" is defined as APSA, APA, CTU, 1585/999, Off-campus and Farm Managers. Formally organized in 2003, the individuals elected to the SAC committee are charged with addressing issues, concerns and opportunities on behalf of staff in CANR through direct communication to the Dean. At our first meeting on September 7, 2016 the committee welcomed our newest members Kathryn Reed and Michelle McLain (Zone 1), Jackie (DeSander) Lindsey and Sarah Carroll (Zone 5), Mackenzie Graham (Zone 2) and Tristan Foster (Zone 4).

SAC Website

We continue to increase visibility and enhance communication by upgrading our website. Colin Phillippo volunteered to take over website management and is doing a fabulous job! With a position transition during the summer we are grateful for Katie Llyod from Kris Hynes office who has also helped with some updating. Be sure to check it out. <http://www.canr.msu.edu/sac/>

CANR's College Advisory Committee (CAC)

- The SAC Chair (Sharon Reasoner) represents all College support staff by attending the monthly CAC meetings. If the SAC Chair is not available to attend the co-chair (Heather Miller) will go in their absence. This ensures staff engagement at the College level. The CAC has approved the addition of a new college level standing committee "The Diversity, Equity and Inclusion Committee". This committee will include two staff members.

Monthly SAC Meetings

In September of 2016 we began our year with our first meeting at KBS. Rene Wilson (resigned later in the year due to a job change) hosted those who were able to attend for a lunch and tour of the Manor House. During that meeting we said a farewell to our outgoing members Christian Kapp, Terri Badgley, Ellen Schueller and Sandie Litchfield. We thank them for their years of service on the SAC committee. We also welcomed in many new members this year and also elected new officers as noted above. On October 5, 2016 we welcomed Dean Ron Hendrick to our meeting. We provided a brief overview of the committee, its purpose, and highlight of the current years focus. Dean Hendrick also provided a brief overview of his first 90 days and areas of focus. We

returned to a face-to-face meeting style with ZOOM available for those who needed that option. Monthly meeting minutes continue to be posted on our website. The committee meets monthly nine times per year, September – May, with email communication during the summer months when needed.

Actions

- Created a shared drive file on the ANR server to store historical files related to the committee, and working instructions for various task and events.
- Survey – The committee put together a survey that went out to all CANR Staff on November 9, 2016. The results of this survey were communicated to both the Dean and the Staff on April 18, 2017. Your responses have helped us determine the projects and issues we will be addressing on your behalf. [Action Items](#)
 1. **Educational Assistance** – create a series of communications explaining the Professional Development Education Assistance and Tuition Reimbursement/Degree Assistance benefits policy. Encourage broader use of the program through a better understanding of how to utilize the benefits of the program.
 2. **Performance Excellence** – remind supervisors of University expectation of annual performance reviews and goal setting for support staff.
 3. **Inclusion/Diversity** - collaborate with the Office of Diversity, Equity, and Inclusion to generate a list of training suggestions and opportunities for both staff and supervisors to incorporate within annual goal setting.
 4. **Overall work environment** – find creative ways to connect ANR off-campus folks with campus events. Dean Hendrick will communicate with appropriate Directors our related findings.
- Nominations for those interested in being seated on the Diversity, Equity and Inclusion Committee have been received and the SAC committee will review those applicants over the summer. Selected staff will be notified once the CAC committee starts up in the fall.
- As a result of some of the survey responses the college has done a review of all support staff that have end dates that appear to be paid on general funds. The college is working with the individual units, if there is no particular funding reason and will likely be asking these staff be made continuing appointments.

Events

The committee planned several successful events we'd like to highlight. They included:

- December 2016 – CANR Toys for Tots Drive. We are excited to share with you the total number of toys collected for the Toys for Tots Drive this year was 467! We also received \$349 in monetary donations. Since the CANR Staff Advisory Committee first started collecting for Toys for Tots in 2010, we have collected a total of 3138 toys and \$2,279! Thank you, everyone, for your generosity. We made the holidays much brighter for many, many local families.
- January 2017 – The SAC distributed complimentary tickets to staff members for January and February Michigan State University women's basketball games. A strong interest in these games quickly depleted our share of tickets. Great family fun!
- April 19, 2017 – The College Advisory Committee and SAC hosted a spring indoor picnic at the Pavilion, combining this annual SAC event with the annual CANR Faculty and Staff Awards reception. Dean Hendrick provided a brief College update and presented awards to faculty and staff. Faculty and staff were released from work to be able to attend this special event and opportunity to visit with Dr. Hendrick and network with colleagues. The SAC committee was instrumental in getting this year's program broadcasted via ZOOM, so that our off-campus folks could participate and feel connected with this college event.

CANR Outstanding Service Awards

The Outstanding Service Awards given for 2017 are listed below. The award winners received a plaque along with a monetary stipend. The winners included:

- Outstanding Staff Award –Recipient was: Ellen Schueller.

- Outstanding Team Award – One team award is given out annually and recipients this year were from the MSU Extension Event Services Team. The team included: Betsy Braid, Megghan Honke Seidel, Ashley Schwieterman, Jennifer Labun, and Connie Diamond.

- Monthly Staffer of the Month Awards July 2016- July 2017– Those recipients were:
 - July 2016 – Pat Daughenbaugh (Secretary II in School of Packaging, Design and Construction)
 - August – Debbie Clark (Secretary II in MSU Extension, Genesee County)
 - September – Kade Sharrow (Administrative Assistant I in Legume Innovation Lab)
 - October – James Vatter (Information Technologist I in Fisheries and Wildlife, CSIS)
 - November – Tonia Dumont (Administrative Assistant in AgBioResearch Director’s Office)
 - December – Mary Witchell (Office Assistant IV in Fisheries and Wildlife)
 - January – Susan Barnaby (Graduate Secretary in the School of Packaging, Design and Construction)
 - February – Deborah Hilscher (Office Manager in MSU Extension Houghton and Keweenaw Counties)
 - March – Becky Hulbert (Administrative Assistant III/S, Manager ANR Creative)
 - April – Katherine Naasko (Plant Soil And Microbial Sciences)
 - May – Debbie Roman (Office Assistant IV in the Animal Science Department)
 - June – Cindy Hudson (Communications Manager I in Fisheries and Wildlife, MSU Extension)
 - July 2017 – Renee Chapman (Accounting Clerk II, Land Management)

SAC Members – Thanks to Out-Going Members and Elections

The Staff Advisory Committee recently completed the nomination and election process to fill vacant positions. Please join the SAC in thanking out-going member Dave Main (Zone 4) for his years of service. Also, please extend a warm welcome to SAC newcomer Kevin Turner (Zone 4) who will be joining us in the fall 2017.