

CANR Staff Advisory Committee Meeting Minutes
February 1, 2017
MSU Agronomy Farm

Meeting called to order: 3:10 p.m.

Present: Sharon Reasoner, Heather Miller, Colin Phillippo, Jackie DeSander, Michelle McLain, Sarah Carroll, Dave Main, Kris Hynes

Absent: Kathryn Reed, Tristan Foster, Mackenzie Graham

Minutes taken by Colin

Approved January meeting minutes

Facebook page: keep or not?

- Our Facebook page has not been updated since 2012
- Could we post updates to the college Facebook page instead
 - Who manages it?
 - Michelle will discuss with Eileen Gianiodis at CANR IT

Website

- Content management system (CMS) transition ongoing
- Website will not be updated during this time period
- Website will be updated again after the new CMS is implemented and Colin is trained to use it

Roster List – Current and former SAC members

- When do current committee member terms end?
- Dave will need to be replaced at the end of this year
 - He will look for a replacement in his zone

Monthly Staffer Update

- February 2017 - Deborah Hilscher, MSU Extension

CAC Meeting Update

- Since EBS implementation in 2010
 - 45 fewer CT's
 - 12 more AP's
 - It was speculated that EBS and Sharepoint have been minimally responsible for these staffing changes.

# of support staff			
2010		2017	
CT	359	CT	371
APA	180	APA	135

Survey Results

- Sharon compiled question summaries into one word document
- Colin will adjust figures for consistency
- Heather – only one person responded when she reached out to those requesting it
- Finalize summary in about a week to send to Dean Hendrick prior to our March 2 meeting with him
- Kris suggested adding recommended action steps
 - Sarah has already done this for her question – recommendations
 - We will emulate this format for remaining questions
 - Each person who summarized responses to a question will draft recommendations
 - Sharon will upload summary document to S drive for everyone to update
- Primary themes from survey responses – Include at beginning of summary
 - Confusion (particularly regarding Educational Assistance)
 - Need for more/better communication
 - Many dissatisfied employees in MSU Extension
 - No consistency (e.g. communication, training)

Other

- Stated on SAC site: committee meets with the Dean every quarter
- Amendment: committee will meet with the Dean once each Fall and Spring
 - Approved unanimously
 - We last met with Dean Hendrick on October 5, 2016
 - We are scheduled to meet with Dean Hendrick on March 2, 2017 at 3 p.m.
- Sharon recently learn that we have an SAC vote website
 - Allows staff to vote for new committee members
 - Sharon, Heather, and Kris now have access
- Awards Banquet
 - Plaques and checks ready for banquet

Meeting adjourned: 4:15 p.m.

Next meeting: March 1, 2017 at 3 p.m.

Upcoming meeting with Dean Hendrick: March 2 at 3 p.m.