

DRAFT

CANR Staff Advisory Committee Meeting Minutes

2 Nov, 2016

MSU Agronomy Farm

Present: Kris Hynes, Jackie DeSander, Mackenzie Martin, Michelle McLain, Heather Miller, Colin Phillippo, Kathryn Reed,

Absent: Dave Main, Sharon Reasoner, Tristan Foster

The meeting was called to order at 3:17

Elect Secretary

- Mackenzie Martin agreed to fill the role of secretary.

September and October Minutes

- The minutes for the September and October meetings were approved and accepted. Heather will forward minutes to Colin for posting on the website.

Toys For Tots

- Locations for toy drop off sites were finalized – please see attached list. Heather will contact Toys for Tots to set up each location and schedule box drop off and pick up. Once this is confirmed with Marines, Colin will prepare the memo and forward to Kris Hynes for distribution.

Staffer & Team of the Year

- Jackie updated group on the nominations for the annual awards. Currently there are 3 staffer of the year nominations. Deadline for nominations is 11/4/16. Jackie will provide an update on Friday to see if we need to extend the nomination deadline for team nominations.

Meeting Location

- Discussion regarding face-to-face or zoom meetings ended in an agreement that face-to-face meetings were more beneficial for the group. All future meetings with the exception of 1/4/17, 3/1/17 and 4/5/17 are already scheduled for the Agronomy Farm. Heather will verify if the Packaging Ternes room is available for those three dates, if not Kris will try to secure the Agronomy Farm conference room.

Monthly Staffer

- We have staffer awards through December 2016. Kris will send out a reminder e mail after the annual award nomination call is closed. There was discussion around whether we want to change the type of award given. Currently winners are awarded a \$75.00 gift card to shop at MSU. Other options discussed were a leased parking space. Further discussion will continue in the future – keeping in mind we must stay within the university guidelines.

Women's basketball game

- Kathryn will provide update on event during December meeting.

Survey

- The group approved the survey for publishing. Kathryn will confirm the survey on Survey Monkey and it was agreed upon to have the SAC pay the \$26 fee for one month of Survey Monkey. Kris will send out an e mail with the survey this week or early next week. The survey

will close out on 11/23/16 and Kris will send out one reminder on 11/18/16. Kris did receive some numbers from HR regarding the educational assistance program:

- 2014 – 2015
 - 29 College staffers utilized assistance for credit courses
 - 3 College staffers utilized assistance for noncredit courses
 - 34 College staffers utilized assistance for professional Development
 - 13 College staffers utilized assistance non MSU credit courses
 - 22 Extension staffers utilized assistance for credit courses
 - 70 Extension staffers utilized assistance for non MSU credit courses
 - 196 College and Extension staffers utilized the assistance out of 670 total

Next meeting will be held Wednesday, December 7 at 3:00 in Agronomy Farm Conference Room.

Adjournment – Meeting adjourned at 4:00

Minutes transcribed by: Heather Miller

TOYS FOR TOTS LOCATIONS

Zone 1

Justin S. Morrill Hall of Agriculture
446 W. Circle Drive
Room 160; Room 121
East Lansing, MI 48824

Natural Science Building
Entomology
288 Farm Lane
Room 243
East Lansing, MI 48824

Zone 2

Plant and Soil Sciences Building
1066 Bogue Street
Room A286; Room A288; Room 107
East Lansing, MI 48824

Zone 3

Natural Resources Building
480 Wilson Road
Room 40; Room 151
East Lansing, MI 48824

School of Packaging
448 Wilson Road
Room 130
East Lansing, MI 48824

Manly Miles
1405 S. Harrison Road
Room 115
East Lansing, 48823

Zone 4

Anthony Hall
474 S. Shaw Lane
Room 1290
East Lansing, MI 48824

Trout Building
469 Wilson Road
Room 204
East Lansing, MI 48824

Zone 5

Agronomy Farm
4856 Beaumont Road
East Lansing, MI 48823

Beef Cattle Teaching & Research
5307 Bennett Road
Lansing, MI 48910