

CANR Staff Advisory Committee Meeting Minutes

Wednesday, 28 Sep 2016

Morrill Hall of Agriculture Room 75

Present: Kris Hynes, Michelle McLain, Heather Miller, Sharon Reasoner, Kathryn Reed, Tristan Foster, Colin Phillippo, Rene Wilson (Zoom)

Absent: Dave Main, Mackenzie Martin, Jackie DeSander

The meeting was called to order at 1:15.

1. Officer election for Chair person

- Votes were received from all present at the meeting. Kris will contact Jackie and Mackenzie to obtain their vote since they were absent.

2. Other officer positions were confirmed:

- Vice Chair – Heather Miller
- Assistant Vice Chair – Michelle McLain
- Secretary – Rene Wilson

3. CAC representative

- The group agreed that the chair of SAC attend the CAC meetings and co-chair will attend if chair is not available.

4. Confirm special event leads/co-leads:

- Outstanding staff and team awards - Jackie D. (will receive help from Sharon R.)
- Staffer of the Month – Rene W.
- Website maintenance – Colin P.
- Women's basketball game – Kathryn R. (will receive help from Heather M.)
- T4Tots - Colin P. and Heather M.

5. Prepare for Oct 5th meeting with Dean Hendrik

- Previously, Kris shared our website links and SAC activities with the Dean that we currently are involved with. We'll have about 20 minutes and the purpose is to introduce himself and share a little bit about himself. We'll introduce ourselves and should also clarify what's the best way to communicate with him and does he have any specific expectations of the SAC?

Discuss ideas/initiatives for future

- Maybe we should add resource links to the SAC website?
- How can we get better known amongst the MSU community; what can we as a committee do?
- Discussion was held in great lengths regarding the new FLSA regulations. More information will be shared from HR in the future as to how and who will be affected and how time is expected to be reported, etc.

SAC Survey

- Discussed the possibility of sending out another survey on behalf of the SAC. The last survey was done in 2012. The survey would consist of 5-10 questions. We could use Survey Monkey possibly, as someone mentioned that they thought that was what was used for the 2013 survey. Colin volunteered to type a draft survey. SAC members were asked to *send possible questions to Colin that we could ask*, following were a few suggested questions that were brought up in the meeting (the wording will need to be edited of course, but these were just some ideas). We also want to craft our questions regarding things that we hear amongst ourselves:
 - o If there was one thing that you could change, what would that be? We need to elaborate

- Are you aware that the SAC exists, and if so have you ever participated in any of the events that the SAC hosts?
- Are you aware of the Education Assistance available to you, and if so have you ever utilized it?
- Are you aware of the Performance Excellence program? Have you had your goal setting follow-up (actual task and professional development)?
 - Questions asked on previous survey were:
 - How satisfied are you with your job overall?
 - What do you like most about working for CANR?
 - What changes or improvements would you recommend?
 - What ideas/thoughts or concerns would you like to share with SAC?

Next meeting will be held Wednesday, October 5 at 3:00 in Ag Hall, Room 75. Dean Hendrick will stop by to introduce himself (20-30 minutes).

Adjournment – Meeting adjourned at 2:45
Minutes transcribed by: Rene Wilson