

CANR Staff Advisory Committee Meeting Minutes

April 5th, 2017

MSU Agronomy Farm

3:00 pm - 5:00 pm

Present: Jackie DeSander, Tristan Foster, Mackenzie Graham, Kris Hynes, Dave Main, Heather Miller, Colin Phillipppo, Sharon Reasoner

Approved March meeting minutes

Diversity and Pluralism committee –

- Katusha Galitzine joined us to talk about the 2 staff positions for committee.
- It sounds like this committee is still flexible in its making but we suggest the committee members serve a two year term and meet monthly or at least quarterly.
- Generally won't meet in the summer
- To be considered you must have a structural interest to be on this committee, specific interests won't affect your eligibility as they want a wide range of thoughts, concerns and actions to be a result of this committee.
- Either on campus or off campus extension staff will be eligible. The committee would like the extension element to be present on this committee, no matter geographic location.
- The faculty will vote on the staff nominations in May
- First meeting will be Fall 2017
- The Dean is offering help in working with supervisors if time/duties is the factor holding a staffer back from volunteering. Kat is working on the specific wording that will be appropriate to acknowledge this issue.
- Below is a sample nomination request: either will be sent out from SAC committee on behalf of Dean, Kris or the Office of Diversity and Pluralism. Please let Sharon know if you have any suggestions on wording changes/updates.

The Dean's Advisory Group on diversity has recommended the creation of a standing college committee on Diversity, Equity and Inclusion. This committee will include from CANR, three elected faculty members, three appointed faculty members, and two staff members (one of whom shall represent MSU Extension), one undergraduate student and one graduate student along with Ex-officio members: Katusha Galitzine & [REDACTED] (?). Committee members will serve a two-year term beginning Fall 2017.

All MSU CANR permanent, full-time 90% or above staff (APA, APSA, CTU, 1585/999, farm managers, off-campus and MSU Extension support), except hourly temporary, on-call, and student employees, may be nominated. Staff members must have had a satisfactory performance rating within the year of being nominated.

Your Staff Advisory Committee (SAC) has been charged with the selection of the staff members to serve on this committee, selected members will provide quarterly updates to the SAC committee. If you wish to nominate someone to serve on this committee or self-nominate please provide the information below to XXXXX via email no later than xx/xx/2017. All nominations will be reviewed by the current SAC committee members.

Monthly Staffer March – Becky Hulbert – ANR Creative (Communications)

- March Dean's newsletter didn't go out. Becky was never notified of her award!
- Kris is requesting a change in this process from the Dean. We suggest that the Dean send the Monthly staffer an email (CC-ing the nominator) letting them know of their accomplishment and letting them know it will be announced in the Dean's corner.

Monthly Staffer April – Kathryn Naasko – PSM

- 5 more in the hopper for next months

CANR Picnic and Award Program 4/19/17 – Be there @ 11am!

- Dean will be hosting this year instead of Kelly Millenbah
- Awards/program and then we will eat
- Students will receive awards again this year

SAVE THE DATE – May 15th @ 12:30 - Sharon will be presented with the Jack Breslin Distinguished Staff Award! – Congrats! Well-deserved, Sharon!!

Next steps from November's survey and Dean's meeting on 3/2

- We need to let staff know we met with the Dean and let them know our action items, maybe even in a series of emails.
- Maybe we send them a reduced example of our "findings" sheet that we showed the Dean?
 - Either send in email or post on our website and share that it's there for their viewing?
- Some actions –
 - Adding educational assist info to our SAC website?
 - Reminding supervisors to do performance reviews & goal setting. Let staff/supervisors know of our sample goals on the ANR website.

Other Business

- Think of ways to bring off campus staff and campus staff "together".
 - Heather brought up the idea of zooming the CANR Picnic so off campus staff can watch! Great idea!!
- Colin was offered a new position working with a different faculty member! Congratulations! He will be working for both professors for about a year and will be spread thin... So please, if you notice any changes that can be made to the website, give Colin a call or shoot him an email to help him out! ☺

Next meeting will be held Wednesday, May 3rd at 3:00 in Packaging room 120.

I don't believe we have a meeting set after this...?