

CANR Staff Advisory Committee

May 4, 2016 Meeting Minutes

- **Filling Vacancies (current vacancies in Zones 1, 2 and 5)**

We have two vacancies in zone 1 and one vacancy in zone 1 and zone 5. Current SAC membership is heavier with more AP's and APSA's. Hope to get more representation from CT ranks as well as from buildings where SAC members are not currently. SAC members are asked to reach out to individuals you think might be willing to serve in zone 1 and 5 and encourage nominations. New terms of service would begin August 1 and are for three years.

ACTION ITEMS:

- Very soon, Kris Hynes will send out a request for nominations to staff in zone 1, 2 and 5 since we would like these individuals in place by August 1 if possible.
- Kris will obtain a list of individuals from off-campus staff and zone 1 to reference and potentially identify individuals for serving on this important committee.
- If we have more than one nomination for each position, we will need to hold an election.

- **Discussed Upcoming Vacancies**

Need to replace Chris Kapp and Terri Badgley as they leave the chair and co-chair positions and Ellen Schueller as Secretary.

ACTION ITEM:

- Will reinstitute the chair, vice-chair and assistant vice-chair arrangement. Seeking volunteers from current SAC members to fill those leadership roles. Current SAC members: Please contact Kris Hynes if you're willing to serve in any of these leadership roles.
- Ellen will need to pass on any historical information she may have to the next Secretary.

- **Attending ANR College Faculty Advisory Council (CAC) meetings**

CAC meetings are held Friday's during the 8 or 9 months they meet. This is an important meeting for SAC to be at the table.

ACTION ITEM: Would like the vice-chair to be the CAC representative from the Staff Advisory Committee. Need one other individual to serve as the vice-chair's back up in terms of attending the CAC meeting.

- **2015-2016 SAC Annual Accomplishments Report**

ACTION ITEM: Badgley will confirm with Litchfield to make sure she'll be able to update that document for publishing in June 2016. Attached is last year's report.

- **Current Initiatives and Who Handles**

Below is the list of current initiatives and who is handling.

- Toys for Tots – Sandie Litchfield
- Annual Accomplishments Report – Sandie Litchfield
- Monthly Staffer – Rene Wilson
- Annual Staffer and Team Awards Nomination and Selection Process – Sharon Reasoner
- MSU Women's Basketball Ticket Distribution – Heather Miller
- Website Updates – Colin Phillippo
- Spring Banquet – Kris Hynes' office handles much of this but everyone is asked to attend since our staff awards winners are recognized.

ACTION ITEMS:

- Once our new committee members are on board, we may want to look at redistributing some of these assignments.
- Kris Hynes will connect with ANR IT Services to determine the best place for SAC to store documents for future team members to reference. Badgley recalls there used to be a place in SharePoint where we stored the award nominations but that does not seem to exist currently.

- **Annual CANR Staff Awards Process**

ACTION ITEM: The nomination letter goes out typically in August. Previous email attached.

- Update from Kris Hynes

- Welcome reception for Dean Hendrick will be planned by the D&D group. Tentative date is July 11.
- Central MSU HR is reviewing a variety of classification descriptions to bring them more up to date/current. Will keep SAC updated in terms of how that review may impact staff.
- Central MSU HR is updating the software used on the hr.msu.edu site. It's called "Page UP". Will allow new positions to be posted daily rather than weekly. This is a great enhancement.
- A new group of "HR leads" are getting together to start a formal group on campus to collectively share issues/concerns/ideas with central HR. Will start meeting this summer.
- ANR Week – third week of March.

- **Annual Timeline of Staff Advisory Committee Functions and Agenda Topics**

Badgley crafted the attached annual timeline of agenda topics and action items. Kris Hynes' assistant (Katie) will develop it further if need be.

- **Update for Website for Colin**

- ACTION ITEM: Badgley noticed that the annual accomplishments is not showing up on the Staff Advisory Committee site. It is attached to these minutes for Colin's use.

Minutes prepared by Terri Badgley

Attachments:

- 2014-2015 Staff Annual Accomplishments
- Toys for Tots annual memo
- Annual Awards Nomination Form

Annual Timeline of Staff Advisory Committee Functions and Agenda Topics

Updated 5/5/16

JANUARY – Agenda topics typically includes: staffer of the month; review minutes; updates on the women’s basketball tickets; toys for tots; any zone vacancies; Spring awards reception; update from Deans’ office and any zone updates.

FEBRUARY -- Agenda topics typically includes: staffer of the month; review minutes; updates on the women’s basketball tickets; toys for tots; any zone vacancies; Spring awards reception; review website and provide Colin with any changes; update from Deans’ office and any zone updates.

MARCH -- Agenda topics typically includes: staffer of the month; review minutes; Spring awards reception; update from Deans’ office and any zone updates.

APRIL -- Agenda topics typically includes: staffer of the month; review minutes; Spring awards reception; review website and provide Colin with any changes; update from Deans’ office and any zone updates.

MAY -- Agenda topics typically includes: finalize staffer of the month for May, June, July and August; review minutes; discuss any zone vacancies; update from Deans’ office and any zone updates;

- Prepare SAC Annual Accomplishments Report – Typically sent out in June.

JUNE

- No monthly meeting/handle business via email if need be.
- Seek nominations/hold elections if necessary for any zone leadership vacancies.
- Send out SAC Annual Accomplishments Report

JULY

- No monthly meeting/handle business via email if need be.

AUGUST

- No monthly meeting/handle business via email if need be.
- Start individual staffer and team annual awards process by sending email requesting nominations.

SEPTEMBER -- Agenda topics typically includes: staffer of the month; review minutes; review website and provide Colin with any changes; update from Deans’ office and any zone updates.

- Start planning for the Toys for Tots process – get boxes and posters, arrange a date for pick up, etc.

OCTOBER -- Agenda topics typically includes: staffer of the month; review minutes; Spring awards reception; review website and provide Colin with any changes; Toys for Tots Update; Update from Deans’ office and any zone updates.

NOVEMBER -- Agenda topics typically includes: staffer of the month; review minutes; review website and provide Colin with any changes; update from Deans’ office and any zone updates. FINALIZE awards to be presented at Spring Awards Reception; Women’s Basketball Tickets update; Toys for Tots update

- Finalize and select individual staffer and team award winners at monthly SAC meeting. Kris Hynes’ office prepares letters and obtains plaques and checks.

DECEMBER -- Agenda topics typically includes: staffer of the month; review minutes; review website and provide Colin with any changes; update from Deans’ office and any zone updates; Toys for Tots final numbers