

CANR Staff Advisory Committee Meeting Minutes

May 3rd, 2017

MSU Agronomy Farm

3:00 pm - 5:00 pm

Present: Jackie DeSander, Kris Hynes, Heather Miller, Sharon Reasoner, Kathleen Reed, Michelle McLain

Approved April meeting minutes

HR Facebook page update

- Michelle was added to the University Support Staff Facebook page
- Michelle will post the staffer awards monthly following award winner notification

Monthly Staffer

- Kris will send out e-mail requesting nominations
- Separate email will go out monthly to the awardee and the nominator from the Dean's office and be included in the Dean's Corner.

Survey results

- A FAQ document will be created "did you know", links to resources
- Create a spot on our website for these "did you know" sheets
- Check in with HR and Kat about current diverse training available for staff, who can apply to Great Lakes Leadership training, Opening doors, Multicultural Awareness and any other opportunities.

Diversity and Pluralism committee

- Kat reviewed our final e mail draft to be sent to staff for committee nominations
- E mail will be sent once CAC vote has concluded and proposal passed
- SAC Committee may have to meet in the summer to review staff nominations

Committee member election/renewal/nominations for fall

- Dave Main's terms ends 7/31/17
- Committee will seek nominations for a new Zone 4 representative
- Officers will carry forward into the next academic year
- Sharon will revise committee member sheet
 - Planning, Design and Construction will be moved from Zone 4 to Zone 1
 - Kris will have Katie update the SAC books to include the revised sheet.

Need someone to take over Staffer of the Month duties

- Jackie will take over the staffer of the month responsibilities

Year-end review

- Sharon is updating the year-end review that will be sent to the staff and posted to the website

Other Business