

## ***DRAFT***

### **CANR Staff Advisory Committee Meeting Minutes**

7 Sep, 2016

Kellogg Biological Station (KBS) Manor House

Present: Kris Hynes, Terri Badgley, Rene Wilson, Jackie DeSander, Michelle McLain, Heather Miller, Sharon Reasoner, Kathryn Reed, Ellen Schueller

Absent: Dave Main, Christian Kapp, Colin Phillippo, Sandie Litchfield, Mackenzie Martin, Tristan Foster

The meeting was called to order at 1:30. Each member introduced themselves to our new members

#### **Welcome new members**

- Jackie DeSander, Agbioresearch Director's Office
- Michelle McLain, Center for Global Connections
- Kathryn Reed, CANR External Relations
- Mackenzie Martin – Plant Soil Microbial Sciences – who could not attend the meeting.

#### **Thanks and recognition of outgoing members (Kris)**

- A plaque, thank you card and gift card were presented to outgoing SAC members Terri Badgley and Ellen Schueller; their knowledge, skills and willingness to always help will be greatly missed. Kris will be sure to get Chris Kapp and Sandie Litchfield's plaque, card and gift certificate to them.

#### **Overview of events/responsibilities an ask for volunteers for these items**

- Officer positions were discussed and we have volunteers to run for the positions. If you were unable to attend the meeting and you are interested in running for one of these positions, please let Kris know by next Thursday, Sep 15<sup>th</sup>:
  - Chair – Sharon Reasoner volunteered
  - Vice Chair – Heather Miller volunteered
  - Assistant Vice Chair – Michelle McLain volunteered
  - Secretary – Rene Wilson volunteered

#### **Outstanding staff and team awards**

- Jackie has volunteered to lead this activity and will receive help from Sharon if needed.

#### **Staffer of the month**

- Rene wishes to continue this duty since it is something she can do without having to be on campus and can complete from her office located off-campus

#### **Website maintenance**

- It was assumed that Colin would be willing to continue the facilitation of the SAC website; Kris asked that he let her know by Thursday, Sep 15 if he does not wish to continue. Everyone agreed that Colin does a fabulous job and appreciates all his hard work.

#### **T4Tots**

- Colin and Heather co-lead this last year. There was discussion around whether we continue with Toys 4 Tots or go with other charity options. The group felt we could stay with Toys 4 Tots this year and place it on our agenda for review next year.

### **Women's basketball game**

- Heather Miller has coordinated this in the past and would be willing to keep or hand off.

### **CAC representative**

- The group discussed having the Chair of SAC attend the CAC meetings so when we finalize officers, we will have our answer.

### **Zone emails and maintenance (Kris)**

- We have an SAC Shared drive file. All of you have been given permission to add to and access the folder. We can create subfolders for any of our events/activities and also any other items such as meeting agendas, minutes, etc. Feel free to put your historical information such as emails, forms, etc. in a subfolder. Kris started a few things already and is open to a new set up/format. Colin: I requested an ANR email for you so that you can access the drive. Apparently that is a requirement for access. (I learn something new every day J. Rene: if you go to VPN.MSU.EDU and log in with your MSU ID, then click on your folders, you should be able to access the S-drive from KBS.

Following is a note from ANR IT that everyone may find helpful: "I would suggest they be instructed to reboot their computer in approximately ten minutes. Once the reboot has been completed, they should try to access the SAC folder within the S drive. If they do not have permission to open the folder, please have them call us. If they do not have the S drive showing, they can map it themselves by following the instructions here: [http://support.anr.msu.edu/support/map\\_shared](http://support.anr.msu.edu/support/map_shared) or they can call us and we will get them setup. Thank you, Jenn [support@anr.msu.edu](mailto:support@anr.msu.edu) 517-355-3776

### **Prepare for October 5, 2016 SAC meeting with Dean (Kris)**

- Dean Hendrick will be attending so it is a time for the SAC Chair to provide a brief overview of our committee and goal. Kris has already shared with him a link to SAC website, accomplishments, etc. and he responded that was helpful. The Dean will share about his ideas/goals for college, etc.

### **Process for introducing new zone reps as well as refresher of existing zone reps**

- This topic will be discussed at our Oct 5 meeting.

### **Discuss ideas/initiatives for future**

- This topic will be discussed further at our Oct 5 meeting.

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

**Adjournment** – Meeting adjourned at 3:30

Minutes transcribed by: Rene Wilson