Staff Advisory Committee

Department of Agronomy and Horticulture

April 3, 2013

Present: Diane Nolan, Martha Rowe, Mike Livingston, Jeff Witkowski, Aaron Franco, Susan Thomas, Richard Ferguson, Cheryl Bogenrief. Absent: David Scoby, Doug Schrader.

Key Points:

Awards: Nominations for the Special Contributions Award and applications for the Staff Development Award were reviewed and a decision was made to make awards. [Mary Jo Haverkamp was selected to receive the Special Contribution Award; John Dillingham was selected to receive the Professional Development Award, to be used for Certification for Strategic Professionals in Human Resources. Both will receive $250.00. After the awards are announced, a press release will be sent to UNL publications including the A & H Newsletter, the Scarlet, and UNL Today. (After the meeting, it was decided to make the announcement at the Spring Barbeque, April 19.) The Professional Development payment will be made as a payment for the actual registration fee (or reimbursement of such payment). The next deadline for applications was set as August 1, 2013.

 Concerns were expressed about staff turnover and changes in job descriptions and offices. We discussed ways to gain input about job satisfaction among staff. This matter will be discussed with Dr. Ferguson and/or Dr. Gaussoin.

 The need for a Break Room for Plant Sciences Hall was discussed. The staff Plant Sciences Hall has no place to go for break and lunch (especially a concern for Office Pros staff in their cubicles). Only a microwave and small refrigerator in the copy room are available in Plant Sciences. Possible sites discussed were 271 or 375 PLSH or 3rd floor Keim (not in Plant Sciences). Richard suggested that the committee contact TJ about locating space and establishing a break room.

Cheryl mentioned there is a third directory box by the south door of Keim that remains empty. Diane will bring this to TJ’s attention.

 SAC Officers –the next meeting completes one year of the SAC. We will review the current officers; all members of SAC have another year or two to serve on the committee; officers could remain in office another year, or we could make changes.

We have asked if Faculty meeting minutes and Faculty Advisory Committee minutes could be available for the staff. Some items discussed in the FAC are confidential, but Richard and Roch have suggested Charlene could make the Faculty meeting minutes available, possibly with some editing for confidentiality.

The subject of renovating the evaluation forms was brought back before the committee. We need to find out if the IANR forms will be available soon (possibly for next review cycle). If not, the very least that should be done is to make corrections to the forms as they are sent out within Agronomy and Horticulture. If the redesign is not to be available for the next cycle, the committee should reconsider a redesign of the department forms.

 Next meeting set for June 20th, 9:00, 279M PLSH.

 Respectfully submitted by

 Cheryl Bogenrief