**Staff Advisory Committee**

**Department of Agronomy & Horticulture**

*June 13, 2012*

Present: Martha Rowe, Cheryl Bogenrief, Dave Scoby, Diane Nolan, Susan Thomas, Mike Livingston, Jeff Witkowski, Aaron Franco, Richard Ferguson

Absent: Doug Schrader

Key Points

* Jeff Witkowski, Susan Thomas, David Scoby, Mike Livingston and Aaron Franco were selected to have three year terms (expiring June 2016); the remainder of the committee (Doug Schrader, Cheryl Bogenrief, Diane Nolan and Martha Rowe) will have two year terms (expiring June 2015). This was done to offset terms, allowing some carryover in membership from year to year.
* Diane Nolan was selected as chair, and Martha Rowe as vice-chair, for the coming year. Cheryl Bogenreif agreed to serve as secretary.
* The committee would like to facilitate recognition of staff efforts, particularly through nomination for various awards in the department, IANR, and UNL. We will compile a listing of potential awards as a first step. The committee will also visit with department administration about additional ways to recognize the good work our staff is doing.
* There is general perception that the staff evaluation form used by our department could use revision. There also needs to be a mechanism for input from multiple sources if a staff member works for more than one faculty member. The committee will work with HAPPI Business Center staff and department administration to explore this.
* The committee expressed concern about the current Office Pros structure, and encouraged that some revised structure be considered by dept. administration.
* We discussed the kiosk in the west entrance to Plant Science, and generally felt it could be retired, particularly if replaced with other information services, such as the dept. website, which could be accessed with smartphones, perhaps linked via QR codes on signage in strategic locations in the buildings. The flat panel display in the Keim Hall commons area could also be used for departmental information. We also felt it would be helpful to have a suggestion box, either physically or on the department website.
* We would like to have staff photos available on the dept. website. Also, staff photos displayed in a hallway, as in the past, would be useful and appreciated.
* The next meeting will be scheduled for September 2012.