Staff Advisory Committee

Dept of Agronomy & Horticulture

August 29, 2012

Present: Diane Nolan, Martha Rowe, Susan Thomas, Cheryl Bogenrief, Dave Scoby, Mike Livingston, Jeff Witkowski, Aaron Franco, Richard Ferguson, Doug Schrader. Also, John Dillingham as HR representative.

Key Points

 Status of new Directory Boards: Contents are to be supplied by Facilities. TJ has made several inquiries and he would do so again. We could possibly see results this week. Cheryl will follow up with TJ in a few weeks if the signs do not appear.

 Updating the Evaluation Process: The current process and forms were discussed. The forms seem to take too much time and effort to fill out. John explained that the current forms were intended to enhance dialog between supervisors and staff, and show improvement or development of the employees. The issue was raised that if they go into John’s file, no one sees them other than John. Some areas within the department have different forms. Samples from three different universities were supplied for consideration. John mentioned that there is another form that IANR uses. Request was made to John to acquire a copy of that form to be made available for future discussion. John also indicated that IANR is currently reviewing the evaluation process and is in the process of renovating the system across the entire institute, but that might take 3 to 5 years.

 **Awards:**  A list of awards was furnished and discussed. Susan will submit an article about the IANR Outstanding Employee Award for the newsletter (this award has not been received by anyone in our department for about 6 years), with information about other awards to appear in later issues of the newsletter. Discussion about departmental awards resulted in a request to Dr. Ferguson to discuss the possibility of financing awards within the Department with Dr. Gaussoin. An awards subcommittee would be appointed at a future time to handle nominations and presentation of awards, including faculty on this committee.

 Website staff directory upgrades: Aaron has set up the web-based staff directory to include photos and basic information on staff members. He mentioned a need for more recent photos. Information will include job titles and area of work (or description). Aaron will send a request to staff members for more current photos. Diane volunteered to take pictures in the Goodding Center if staff members do not have current photos they want to use.

 The kiosk has been removed from the front hall of Plant Science at the recommendation of SAC. The carpet that was under it is still in the front hall with a heavy plant sitting on it. Diane will talk to TJ about possible removal of the carpet.

 Suggestion Box: A digital Suggestion Box has been added to the website on the main faculty/staff page. Submissions are confidential; no identifiers are collected from the entry. The suggestions will go to the Ombudsman (Aaron), who will pass them along to appropriate recipients.

Suggestion was made that a map of Keim (and Plant Sciences Hall) might also be helpful on the website. Aaron will follow up on this.

 Other Points: The tornado maps posted in the hallways need some tweaking. Some signs have titles in Spanish, but information in English only. Diane will contact TJ about possible correction and replacement.

 Next Meeting Scheduled for Nov. 7th, 10:30 a.m. General member assignment: Reviewing the evaluation forms that were supplied (and the IANR one to come) and come with suggestions for improvement/modifications that would fit us.

Respectfully submitted by

Cheryl Bogenrief