Staff Advisory Committee

Dept of Agronomy

Nov. 7, 2012

Present: Diane Nolan, Martha Rowe, David Scoby, Susan Thomas, Mike Livingston, Cheryl Bogenrief

Key Points

Awards: Susan has had no response to the newsletter request for nominations. We will again do a notice in the newsletter. Notes from Dr. Ferguson & Dr. Gaussoin: The department will fund an annual professional development fund of $ 500.00 and two $ 250.00 awards to persons for special contributions. A subcommittee was established to work with faculty and the department head for applications process, nominations, and distribution for these awards. Susan Thomas will head the committee, David Scoby will serve on it, and we will ask Doug Schrader to serve.

Richard Ferguson had requested that the SAC nominate someone to serve on the FAC awards committee. Diane Nolan was chosen to be the representative to the FAC.

Staff Directory: Aaron Franco is working on acquiring new staff photos. Diane Nolan can take photos in the Goodding Learning Center.

SAC Webpage: Aaron Franco has made a template of the SAC website; it is not public yet. It is ready to add photos with notes. He will work on a link to meeting minutes and award information.

Suggestion Box: It works! We will place an article in the newsletter to inform staff of its existence.

Directory Boards: Still empty, no progress made to date.

New business: Aaron will work on posting floor plans or maps for each floor on the web site and will provide copies for the Goodding and the main office.

Diane Nolan will talk to TJ about possibly providing explanatory signage for office locations on third floor of Keim.

Evaluation Process: We need a simpler, less time consuming form. Diane distributed a worksheet to compare the various evaluation forms that we have been studying. Some discussion was held about the various forms that have been acquired. The possibility of a subcommittee was brought up, but set aside for now. All the members of SAC will review the formats and come to the next meeting with specifics on items they do, or do not, want to see on the new form. It was suggested that we ask for faculty input on the new format.

Next meeting: In January, TBD. Possible conflict will be checked and Diane Nolan will send calendar invitation.

Respectfully submitted by

Cheryl Bogenrief