Staff Advisory Committee

Dept of Agronomy

January 30, 2013

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

Absent: Susan Thomas

Key Points:

 Keim Directory Boards: TJ is still waiting for Facilities & Maintenance to install information boards. Suggestion was made that we might be able to get the key and put up something temporary.

 Digital Suggestion Box: We had a question regarding results of the Five-Year Department Review, which Dr. Gaussoin & Dr. Ferguson are still working on finalizing. Their work goes to dean for approval. The department is busy now searching for three new Agronomy professors. Another question was raised (both in the box and by a member of the staff) regarding distribution of Faculty Advisory Committee minutes—this would be up to Roch, possibly with editing due to confidential matters. Richard will follow up on this.

 Staff Directory: Aaron continues to make progress on the website. He is entering & updating information, still looking for current photos of staff.

SAC webpage: Aaron has posted photos of SAC members and full copies of the minutes of past meetings. He will add links to information about the new departmental awards and the applications and nomination awards as that becomes available.

 New Evaluation Forms: It was suggested and agreed upon that this project be tabled since IANR is working on updating the forms and job descriptions and appears to be making rapid progress. Cheryl reported that IANR is hiring three new personnel to deal specifically with these issues.

 Awards: A proposed form for applications/nominations was furnished to committee members along with some guidelines. Qualifications and deadlines were discussed. Changes will be made and circulated to SAC members for approval and then distributed to members of the department. Distribution will be by a combination of email, newsletter, and bulletin board notices.

 Next meeting: March 14th, 9:00.

Respectfully submitted by

Cheryl Bogenrief