



Meeting Minutes
August 9, 2011
342 Food Science
1:00 p.m. – 2:00 p.m.

Members: Heather Besecker, Terri Cravener, Rhonda Demchak, Scott Harkcom, Tiffany Hoy, Tom Laird, John Pecchia, and Kim Ripka.

Chairwoman, Rhonda Demchak called the meeting to order at 1:00 p.m.

The committee met and discussed the various issues the College is facing, in particular the impending layoffs. A suggestion was raised about retraining existing staff employees to take over an open position (rather than facing a layoff) that may have become vacant through the voluntarily retirement program, staff resignations, or the reshuffling of positions through the restructuring process. The College of Education and the College of Liberal Arts started focusing on retraining employees instead of hiring outside of the department and it seems to be effective. There was also a suggestion on establishing a mentoring system for employees to be teamed up with a mentor to assist in the transitions if it would be a new hire or an existing position. **Rhonda will notify the Dean on these suggestions.**

The Committee discussed the possible centralized accounting system within the College and were wondering if and when it will be implemented and how the new process will work.

A couple committee members have heard that the University would like to downsize the amount of staff it employees throughout campus. Perhaps our committee could meet with Susan Basso, Vice President of University Human Resources, to discuss possible staff changes campus-wide. The committee could also share ideas about retraining staff or having a better University-wide program or website to train staff in order to provide consistency and improve efficiency campus-wide.

The Committee received a question regarding fixed-term vs. standing positions and why the College of Ag. is relying more heavily on fixed-term positions instead of standing because the differences in the types of appointments do affect staff morale. The Committee discussed the

question and felt that it should defer the question to the College's Human Resource Office for input and guidance to this question.

The Committee is going to review the staff representation of members appointed to the Staff Advisory Committee to ensure there is sufficient representation from all areas. Rhonda will send everyone the bylaws and members.

The meeting adjourned at 1:50 p.m.

Respectfully Submitted,
Rhonda R. Demchak
College Relations Office