



Meeting Minutes
December 15, 2010
443 Food Science Building
1:00 p.m. to 2:15pm

Members: Sara Ashcraft, Terri Cravener, Nadine Davitt, Scott Harkcom, Tara Homan, Kim Ripka, Sam Steel, Cathy Walker, Travis Waltz, Donna Warner

Chairwoman: Sara Ashcraft called the meeting to order at 1:00 p.m.

Old Business:

Fall College-wide Meeting:

The fall meeting was on November 29, 2010 from 2:30-4:00 p.m. Some suggestions for the spring college-wide staff meeting is to have all presenters have some visual aids for the Adobe Connect listeners, try to get more people involved through the units/departments, and try to get some refreshments for the meeting (possibly raising money or everyone donating some cookies or something). Sara will follow-up on the possibilities. Attendance at the meeting was lower than expected even with the holiday, how can we get more staff interested in coming to these meetings? How can we boost morale and let staff know how important they are and how much their opinions matter? Also make sure that all presenters know to repeat questions that are asked so that Adobe Connect listeners can participate better.

January Meeting with the Dean

Some questions for the Dean:

What is the status of the Ag Futures Program results?

What is the status of the Smart Growth Initiative? How is the college following-up on the suggestions from the university?

What is the budget situation for the New Year? What is the plan for the college for the second half of the fiscal year?

Suggestion: Job share a staff position instead of laying people off.

Is there a possibility of reorganizing the ACTS Program? Make it more "user" friendly. Where does the money for the program come from?

Is there something that we, the SACD, could take on as a committee to help staff?

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Spring College-wide meeting:

The spring college-wide meeting will be May 11th from 2:30-4:00 p.m. We will have the room at 2:15 p.m., so we have time to set-up the Adobe Connect. We would like to have someone to speak on the new health insurance plan. Bill Devlin suggested Jill Musser as a speaker and Sara will follow-up.

Questions we are interested in:

What are the changes between 2010 and 2011?

Comparison

What are the options if an employee dropped the Penn State insurance and chose another one?

Explain and give an example of the flex plan.

Dean McPheron will also give a presentation on College Updates and the Staff Laureate Awards will be presented.

New Business:

Staff Laureate Awards

Terri and Tara volunteered to serve on the selection committee.

Charity Event

Terri suggested trying to do a charity effort for the fall college-wide meeting. Something like Toys for Tots, bring a toy to the meeting and receive a raffle ticket for a prize or some other incentive.

Suggestions for presenters for our meetings:

Someone who works on the ACTS Program to help us understand more about this program and get some questions answered.

The health care presenter for the spring meeting.

Faculty Staff Excellence Awards

Dean McPheron asked us to participate in the nomination of these awards. What is the background for these awards? Sara will follow up.

Unit Leaders Meetings:

October – Presentations on Green Initiatives and Job Competencies

November – the meeting was cancelled

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Green Initiatives

Nadine and Scott filled the committee in on what they know. Right now this program has taken off at the university level and is just starting to take off within the college. There is a Green Paws Program that helps to encourage green behaviors (recycling, energy conservation, etc.) within the unit/department.

Staff Handbook

Is there a reference where staff can find out information? Something like the union's Union Agreement. Kim found a link at:

<http://ohr.psu.edu/current-employee/staffhandbook.pdf/view?searchterm=staff%20handbook>

Check it out and see what you think. Please record any observations, suggestions, and improvements you note, in case there is a chance that we can improve this.

The meeting was adjourned at 2:15 p.m.

Respectfully submitted,
Sara Ashcraft
Department of Entomology