



**Meeting Minutes
December 13, 2011
342 Food Science
1:00 p.m. – 2:15 p.m.**

Members: Sara Ashcraft, Randall Bock, Terri Cravener, Nadine Davitt, Keith Diehl, Bruce Grinder, Scott Harkcom, Tara Homan, Tiffany Hoy, Glenn Myers, Tiffany Rainey, and Kim Ripka.

Chairwoman, Kim Ripka called the meeting to order at 1:00 p.m.

Old Business:

The minutes from the November 8, 2011, meeting reviewed. Motion made by Tara Homan to accept, seconded by Randall Bock.

New Business:

Next Meeting with Dean McPheron:

The committee is scheduled to meet with Dean McPheron on Wednesday, January 18, 2012, from 1:30-2:30 p.m. in Room 342 Food Science Building, with a pre-meeting from 1:00-1:30 p.m.

Kim Ripka shared updates from following committees with the Staff Advisory committee:

1. Financial Administrative Service Team (FAST)

- Objective is to gain efficiency by consolidating accounting duties to a specialize team of financial assistants within the departments and colleges.
- Each department will have highly trained accounting staff for one-on-one interactions and assistance where routine data entry duties will be performed by a centralized pool of staff within the college.
- This is to develop a better process that will continue to evolve.

2. Departmental Staff Support Structure Team

- The team is reviewing the current departmental structures within the college which vary from department to department and trying to develop a consistent model for the restructuring process.
- It is intended that the model will be flexible to adjust to each department's needs and size.

Both teams have been gathering feedback and will present their recommendations to the Dean's leadership group on January 17, 2012.

Other Business:

The College still looking to find ways to cut \$1.5 Million and has a few recent layoffs. The committee drafted a few questions for the January 18th meeting with Dean McPheron:

- With the \$1.5 Million that the college needs to find this year, how much more will the college need to find next fiscal year (2012-2013)?
- With the departmental restructuring:
 - Will departments be able to hire more staff in order to meet structuring needs?
 - Will any faculty and/or staff be moving to other building locations? If so, when will moves start to happen?
 - There is a timeline for appointing the new department heads. Is there a timeline for identifying staff for key administrative positions?
 - When will all staff be involved in the restructuring process?
 - In terms of changing departmental staff structure, how do we communicate changes in staff duties to the faculty in terms of services that staff will no longer be able to provide as a direct result of cuts?
- With the financial improvements, is there any consideration given to improving the forms or making it more efficient for the individual purchases to complete the forms or not as many forms?
- Is the college currently evaluating staff positions that have absorbed additional, higher level duties and responsibilities to reclassify or compensate staff in those positions?

The next Staff Advisory Committee meeting is scheduled for January 10, 2012, from 1-2PM in Room 342 Food Science Building.

The meeting adjourned at 2:15 p.m.

Respectfully Submitted,

Kimberly Ripka
Chair, Staff Advisory Committee