



Meeting Minutes
November 8, 2011
342 Food Science
1:00 p.m. – 2:00 p.m.

Members: Heather Besecker, Keith Diehl, Tara Homan, Tiffany Hoy, John Pecchia, Tiffany Rainey, and Kim Ripka.

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

Following the October 17th committee meeting with Dean McPheron, the Dean had asked our committee to come up with recommendations to help the college move ahead and through the restructuring process as efficiently and effectively as possible. The questions Dean McPheron presented to the committee are listed below:

- Departmental Staffing Review – The College is working with Bob Fantaske from Central Human Resources on developing staffing recommendations for the new units. The Dean would like to have a group from within the college review those recommendations and he would like our committee to help identify which area or groups would be appropriate to review those staffing recommendations. In other words, should the college form a special committee to review the recommendations, use our committee, or some other process?
- With the college restructuring and experiencing multiple changes at the same time, there are bound to be gaps in some of our day-to-day processes. Is our current operating structure still efficient and effective or is there a way to improve the current structure? The Dean would like the committee help identify ways that we can try to prevent or improve the day-to-day operating structure within the college. More specifically, does our current structure make sense? For example, most departments have at least the following staff members assigned to specific duties such as:
 - Undergraduate Programs
 - Graduate Programs
 - Accounting
 - Department Head assistance
- Are there other ways that we could improve our operational efficiency and avoid gaps in performance?
 - What would be the best mechanism to help do this? Should we look at forming specific work or task groups that would meet monthly to discuss issues?
 - Would staff benefit from some form of professional development or other training?
 - Would brown bag lunch series with guest speakers sharing their “best practices” be of value (to provide an overview of some changes or other obstacles their office has had to overcome and the ways that they handled those changes)?

On November 4, the Staff Advisory Committee learned that Dr. Ann Dodd had formed a Departmental Staff Support Structure team to work with Bob Fantaske to recommend a proposed staffing structure that would be scalable to a department's size. The team members consist of the following:

- All 12 current departmental administrative support coordinators/managers:

Amy Maney (ABE)	Ellen Johnson (ENT)
Anita Sprankle(AEE)	Angela Clark (FR)
Linda Mace (AERS)	Tiffany Shultz (Hort)
Linda Spangler (C&SS)	Becky Peplinski (PP)
Paula Morgan (DAS)	Patti Burns (PS)
Kim Ripka (FS)	Donna Warner (VBS)
- **Sponsor:** Ann Dodd
- **Chair:** Anita Sprankle
- **Facilitator:** Bob Fantaske, OHR Management Engineering

Staff Advisory Committee members noted the following challenges that the College needs to overcome in order to enhance the restructuring process and improve the organizational efficiency:

- In several units, staff reductions and the inability to fill administrative staff positions have resulted in duties being split or shared among several different staff members. For example, several staff members may perform some level of accounting duties.
- Several units have staffing gaps and less staff support available than others. Will those units be able to hire new staff to cover key duties that are currently being covered by multiple people (such as undergraduate, graduate, accounting, department head assistance, etc.)?
- There is inconsistency among the types of duties that staff provide for faculty and/or student organizations. In some departments, a staff person may be assigned to provide support for seven or eight faculty members which may include typing, copying, making travel arrangements, preparing travel support forms, etc. while other departments do not have staff available to provide these services. If the college wants to centralize duties or further reduce staff size, it is going to impact the faculty who are accustomed to having staff available to perform these tasks. How are those changes going to be addressed with the faculty?

The meeting adjourned at 2:00 p.m.

Respectfully Submitted,

Kimberly Ripka
Chair, Staff Advisory Committee