CAFNR Staff Advisory Council Meeting Minutes
July 7, 2016

Members in Attendance: Gary Cunningham, Tanya Anderson, Jenna Fusinatto, Jessie Becker

Discussion:

Based on satisfaction survey, look into creating a staff orientation handbook, outlining key people and buildings within CAFNR. Keep it general so it works for all divisions.

Change welcome email to reflect those who already work at MU but have just taken a new position.

Divide tasks to help with accountability and alleviate pressure from one person. Ex: Finance, Awards, Events, Membership

Create a Google Calendar for council for reminders of when to send out award emails, receive applications, etc.

Capping staff enrichment award for future (Ex: $500) to alleviate budget constraints

Upcoming:

Check budget for new allocation before finalizing decisions.

Look into adding member from plant science division.

Next Meeting:

Location: 104 ABNR
Date: August 4
Time: 2pm