**­­College of Agriculture and Life Sciences Faculty Association**

**Meeting Minutes**

**10/18/2016**

**8:30 in 104F Hutcheson**

Call in information: 1-866-842-5779 Code: 5402314152

Present: Samuel Doak, Jon Vest, Jennifer Jones, Robert Grange, Catherine Larochelle, Alan Grant

1. **Call to Order 8:42 by Jon Vest**
2. **September minutes: approved without revisions**
3. **Treasurer’s Report**

* Jennifer is still trying to meet with Beth about the fund and learn how we will be able best use the funds
* We will discuss a $200 flat fee for next year and adding ag tech
* Robert suggested that we ask Beth if we could get a small amount funded to put into a bank account and then reimburse from that; once it runs out we can get another advance

1. **Dean’s Update**

* The University Staff merit increases are in place with a 2% pool for all university staff. Classified staff will not be part of this merit increase, but did have an opportunity to convert to university staff if they chose.
* These merit increases will begin on November 10th and will show in December 1st paychecks. They will be based on performance evaluations and each staff member must have one in order to receive the merit increase. There will not be merit increases if the staff member has a substandard evaluation.
* Hopefully the state will put something in place for the classified staff. Previously they have given “years of service” adjustments.
* Sam asked about the overtime issue and its progress. Dean Grant said that as far as he knows it is still in place, but not finalized. December 1st is still the start date. President Sands has created a committee to address it, but there is nothing from the committee yet.
* Jon stated that the Extension agents have officially been exempt from the overtime policy due to the educational nature of their position.

1. **Old Business**

* OctoberFest will be postponed until next year. There was confusion with the Hahn Garden on whether we would be there on Friday or Saturday and in the process of us finalizing plans, the Garden was booked for the date we wanted. We could still use the turf grass center, but we would need to obtain porta potties.
* We could do something very simple for OctoberFest or look into something for December. Robert worries about doing something too large with a 10% return rate on our surveys.
* Can we put together something for 10/28? At the HABB1 building; we have done something there before; it should be easy to set it up again.
* Crystal currently says that Renee Boyer is the representative for the CALS P & T? Robert Grange will do it

1. **New Business**

* What is CALSFA business? What do we want to contribute to the CALS? What is our purpose? We are part of new faculty orientation; Catherine says we could provide teaching seminars. Sam says we could partner with other groups on seminars (groups like CIDER)
* Dean Grant says the senior faculty know the ins and outs of the university; but the junior faculty don't; some of these things could be used by the junior faculty to get more familiar with the university and how it works
* We could incorporate some of the leaders from the university to work with our association; we could do something to help faculty with Canvas also
* Sam says we need to start advertising our events. If we have an event, we need to be ready to advertise our next event at it
* Next event will be some type of faculty seminar on Jan 20th. November meeting should be mostly planning for Jan 20th activity
* Can we lay out our schedule for the whole year:

New faculty orientation

Octoberfest

Spring educational event

Summer Send off

* Jennifer suggests that we create a document at the end of this year that we can use to begin planning for next year
* We also need to advertise our involvement on various committees-governance committee; Promotion and Tenure Committee
* We need to advertise-screens in the departments; on the website; sending out email blast updates
* Jon asked when do we need to advertise for new positions? It's in the bylaws; Sam believes it's in March

1. **Adjourn: 9:36**

Next Meeting: November 15th-104F Hutcheson