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## November 13, 1999 - Staff Meeting Minutes

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Draft

**Department of Agricultural Leadership, Education and Communication**  
**Staff Meeting Minutes**  
**Friday, November 19, 1999**  
**1:00-3:00 PM – 311 Ag Hall**

**Present:** Barbuto, Barrett, Fritz, James, King, Moody, Parsons, Rockwell, Russell

Russell called the meeting to order.

A motion was made by Barbuto and seconded by King to approve the minutes of the October 15, 1999, staff meeting. Motion passed and the minutes were approved as distributed.

**Action Items**

Parsons discussed the proposed undergraduate minor in Environmental Communication. A letter was sent recently to Dr. David Wedin, Chair of the School of Natural Resource Sciences Curriculum Committee, asking for a letter of support. The proposal is ready to go to the CASNR Curriculum Committee. Discussion. A motion was made by Fritz and seconded by Parsons to approve the proposal as presented. Motion passed.

Action Plans priority areas were adopted last Friday at the special faculty meeting. Fritz made a motion to adopt the Action Plans as distributed. Barrett seconded. Discussion. Editorial changes were made. Motion passed. Russell asked for volunteers to finish the final details on these Action Plans. Moody, King, and Parsons volunteered. Russell thanked Barrett, Fritz, and Wilhite for all their good work in developing the Action Plans to this stage.

Proposed meeting dates for spring 2000 staff meetings were discussed. Barrett made a motion to accept four dates. Parsons seconded. Motion passed. Spring staff meetings will be as follows:

Friday, January 21, 2000, 1:00-3:00 p.m.  
Friday, February 18, 2000, 1:00-3:00 p.m.  
Friday, March 24, 2000, 1:00-3:00 p.m.  
Friday, April 28, 2000, 1:00-3:00 p.m.

**Discussion Items**

Office presence was discussed. We should focus on results without prescribing the process of how faculty get their work done. There is also the issue of organizational citizenship, and faculty need to be reasonably available to students, colleagues, and clients. Faculty should

communicate with their secretary as to when they are available for appointments, and how they can be reached if needed during the day when they are working on big projects at home or in the library. Secretaries can schedule appointments if they know available time blocks set by faculty members.

Moody discussed the New Diversity Enhancement Project. She will be working with the CASNR Advisory Board and CASNR Ambassadors to 1) build a campus that is tolerant of others and 2) get students at the middle school level interested in agriculture. Specific recruitment brochures and a web site for recruitment will be developed.

Budget Report – Russell distributed copies of the budget report. Spending in the teaching account is ahead of schedule. We have spent the 1999-2000 equipment funds received from the Deans. Individual amounts in the revolving account may be used for any additional equipment requests at this time if faculty elect to use their funds in this way. This is a tight budget year, and we have very little latitude in spending.

Fritz has been nominated to fill Rockwell's term in the Academic Senate. She will be appointed if there are no other nominations by December 1.

Parsons announced that the P&T Committee has made the following award nominations:

King – Junior Holling Family Award  
Barrett – Senior Holling Family Award  
Bell – Academy of Distinguished Teacher Award  
Fritz – Distinguished Teaching Award in CASNR

Also, the P&T Committee is recommending that AgLEC nominate itself for the outstanding department teaching award in October 2000.

Meeting adjourned 3:10 p.m.

Submitted by Betty James  
November 22, 1999