

Staff Retreat
May 16, 2012
CNR200

Attending: Dean Kurt Pregitzer, Cheryl Chambers, Lynne Kittner, Pam Bell, Jory Shelton, Linda Kisha, Darrell Stout, Lori Mulalley, Cathy Knock, Brenda McGuire, Jamie Anderson, Mary Schierman, Joleen Joslin, Debbie Rigby, Candy Ihm.

Everyone introduced themselves to the three new employees at the table (Cathy Knock, Jamie Anderson, Joleen Joslin).

Dean Pregitzer asked that we take turns around the table and talk about ways we can improve CNR processes, and continue to think of ways to do things better.

Linda Kisha volunteered that Room 108 classroom is used heavily and could use overhead projector, whiteboard and laptop hooked up to overhead projector. Rooms 109, 107 and 18 need to be reconfigured – Darrell indicated there are safety issues to be addressed in those rooms, too. Reorganization of furniture to provide better working space. ***Linda also wants to add (although not mentioned at the meeting) that Fish & Wildlife also needs new carpeting.*

Jory said that Room 25 is getting a whiteboard. CNR200 is getting Tandberg Videoconference unit. The dean agreed to spend approximately \$2,400 for an upgrade on server speed. Discussion regarding where the best office space for Jory would be (needs a/c) – perhaps an HVAC upgrade will be necessary. The dean asked Jory to organize a roundtable discussion with the Jory, the dean, Paul Gessler and Lee Vierling to get set up and ready for Luigi.

Pam Bell: Pam asked if anyone would be interested in four 10-hour work days during the summer. Let Pam know if you are interested. The dean approves, as long as there is adequate coverage and supervisor approval.

Lynne Kittner: It is very hot in the finance office. Perhaps fan for overhead wiring? Darrell will look into HVAC progress and report back to the dean by Friday. Lynne would like to have some nice art in finance office to help brighten things up. The dean also asked Darrell to check into getting windows installed on in herbarium room on west side.

Cheryl Chambers: Receiving too many emails. Currently, “CNR Financial” emails go to everyone in the office. Suggested that it go to only one person who then forwards accordingly. Joleen suggested adding a note to the bottom of emails to the effect that, “if you have emailed me more than twice and still need an answer, please call me at _____.” Cathy and Jamie will work to resolve and outline protocol.

Lori Mulalley: Appreciates flexibility of staff and that we cover for each other when necessary.

Cathy Knock: Too soon to make any suggestions, but assures us that processes in CNR will improve.

Brenda McGuire: Storage for development equipment is needed. Discussion regarding storage in general. Extension materials should be sent to library. Darrell Stout and the dean will work together to look at all spaces and take action on the ones that need to be cleaned out. The dean wants a real

person to always answer his phone. Brenda will make arrangements to have the dean's phone roll to others in her absence.

Jamie Anderson: Is there a service center for the college? Pam hopes to have one – we are working towards that goal. Jamie notices that we have a lot of paperwork – maybe we could do more electronically. Dean Pregitzer asked Jamie to work with Cathy and Pam and make that transition, especially relating to travel requests. Jamie will work on improving the practice. Still working towards marrying eTrips with TravelWeb.

Mary Schierman: Would like to see people enter their own information and scan receipts on TravelWeb and everything go to one email address. Maybe pilot it with a small group of faculty. Get feedback from them. We need to develop a protocol. Cathy and Jamie will work together on this project.

Debbie Rigby: There is a classroom shortage. 203A needs to be fixed up. New carpet and technology. 102 should be updated with phone line and technology and 25 with technology. Dean Pregitzer wants to see a plan for "forestry conference room." He suggested new photos or something for the walls in 203A. The dean asked Jory to move forward with updating / installing technology and to put a phone line in there for PolyCom. Jory should provide the dean with a cost estimate.

Candy Ihm: All is well!

The dean asked that 202B be taken off the list of "reservable" conference rooms. Brenda will work with Vanessa to remove it.

The dean wants to have new carpeting installed in the forestry corridor.

Action Items:

Jory: Organize roundtable discussion with the dean, Paul Gessler, Lee Vierling to discuss equipment needs for Luigi in the fall.

All: Let Pam know if you are interested in 4-day work weeks this summer.

Darrell:

- Check with HVAC re: air circulation and temperature in finance office; report to dean by Friday.
- Check to see about installing windows in herbarium room next to finance office.
- Work with dean to look at all spaces and take action on the ones that need to be cleaned out.

Brenda: Work with telephone services to ensure a "real" person always answers the dean's phone, and order voicemail for student services phone.

Vanessa: Remove access to 202B reservations.

Cathy and Jamie:

- Work to resolve and outline protocol: "CNR Financial" emails go to everyone in the office. Suggested that it go to only one person who then forwards accordingly. Joleen suggested

adding a note to the bottom of emails to the effect that, “if you have emailed me more than twice and still need an answer, please call me at _____.”

- Work towards implementing “less paper” strategies (i.e., scanning and submitting paperwork, receipts, etc.), and Fiscal Office email to one main address.

Debbie: Purchase Polycom for 203A.