

## *Staff Advisory Council Meeting Minutes*

February 19, 2003

Present:

Helga Beke  
Carol Bunn  
Laurie Ann Callan  
Marjorie Dellinger  
Anita Donaldson  
Deb Gallagher

Jim Karcher  
Michael Kirkpatrick  
Bill Koshar  
Barb LaMoreaux  
Christine Nielsen  
Dana Oleskiewicz

Pat Patterson  
Gabriella Pearse-Danker  
Carol Poe  
Dave Scardena  
Regina Vann  
Mary Jo Williams

Absent:

Rita Bowers  
Katie Duffy

Peggy Lambert  
Susan Miller

Jamie Nightingale  
Julie Townsend

Chair, Pat Patterson, called the meeting to order.

Deb Gallagher moved to approve the minutes of the November 20 Council meeting.

Regina Vann offered to host the March 2003 Council meeting. Regina will reserve 139 Howlett Hall; the date will be the same. Pat Patterson reported that the March Council meeting will be about Task Forces (reports, updates, future directions, etc.).

Pat Patterson mentioned that our web site would soon be updated.

Gabriella Pearse-Danker asked to meet with her Task Force at the end of today's meeting.

Pat Patterson introduced Garry E. Gibbons, Leader – Strategic Program Marketing - Communications and Technology. Garry was the featured speaker/presenter for tools to use when working on Task Forces, Committees, etc. Pat gave a brief background regarding Garry.

Garry gave presentations on the following areas of his theme; "Planning is Important":

- Name Tent/Badge exercise
- What is a Team?
- Lincoln photo exercise
- Thinking Styles exercise
- Leadership: Defining the letters in the word
- Age/Chocolate exercise
- Behaviors in the team (help/hinder)
- Team Project Process
- Interrelationship Diagram
- Prioritizing Grid
- Developing Specific Objectives
- Implementation Action Graph

Garry's presentation also involved the use of role playing, volunteers, and group participation.

Dave Scardena provided lunch for the group.

Deb Gallagher moved to adjourn the meeting.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

*Staff Advisory Council Meeting Minutes*

March 19, 2003

Present:

Helga Beke  
Rita Bowers  
Carol Bunn  
Laurie Ann Callan  
Anita Donaldson  
Katie Duffy

Deb Gallagher  
Jim Karcher  
Bill Koshar  
Barb LaMoreaux  
Susan Miller  
Dana Oleskiewicz

Pat Patterson  
Gabriella Pearse-Danker  
Carol Poe  
Regina Vann  
Mary Jo Williams

Absent:

Marjorie Dellinger  
Michael Kirkpatrick  
Peggy Lambert

Christine Nielsen  
Jamie Nightingale  
Dave Scardena

Julie Townsend

Dr. Stephen C. Myers, Professor and Chair – Horticulture and Crop Science, introduced himself to the group. Dr. Myers' department was the host for this meeting. Dr. Myers gave a background on the Department of Horticulture and Crop Science, which included information about Freeman "Screaming Freeman" Howlett. Freeman Howlett was an apple breeder and founded/developed the Melrose Apple in 1940. Freeman also began the Food Science Program in 1999. Dr. Myers went on to report that the Ornamental Plant Germplasm is a nationally recognized program. Dr. Myers reviewed the various clubs on the main campus. Dr. Myers closed with an announcement that on June 7 the Van Fossen Wild Flower Garden dedication will take place.

Chair, Pat Patterson, called the meeting to order.

Pat Patterson reported that the following individuals were unable to make today's meeting due to personal or family related illnesses: Michael Kirkpatrick, Peg Lambert, Christine Nielsen, and Dave Scardena. Pat asked us to keep these individuals in our thoughts.

Pat Patterson asked the Council if there were any changes to the February 19, 2003 Meeting Minutes. There being none, Vice Chair – Dana Oleskiewicz moved to approve the Minutes.

Pat Patterson reported that Communications Director – Dave Scardena and Secretary/Treasurer – Bill Koshar are working with Dave Lohnes, C & T Wooster Campus, on updating the web site. Pat announced that bios from Jamie Nightingale and Julie Townsend need to be obtained. Regina Vann volunteered to contact Julie for her bio. Pat asked for someone to review the CFAES SAC web site and offer comments to her and Dave Lohnes. Bill Koshar and Regina volunteered to review the SAC web site and offer comments.

Pat Patterson reported that Dr. L.H. Newcomb approved the "Day with The Dean" flyer. After much discussion regarding this agenda item, the following points were made:

- Dave Scardena is waiting for a 100W so that he can begin the printing process.
- Regina Vann is waiting on an article. Jennifer Kiko is to supply an article to be placed in an issue of enVision. Discussion was also held regarding what SAC would like to see in the article. Pat stated that she would get with Jennifer on this issue.
- The flyers will be distributed state-wide (academic, district, county offices).

--Pat encouraged all SAC members to talk with individuals in their department about this program.

--Jim Karcher noted that our logo was missing. In addition, it was noted that the SAC url was missing. Both will be added.

--Barb LaMoreaux pointed out a potentially offensive illustration that appears in the poster. The illustrations will be changed.

--The posters will not be distributed and the program will not officially begin until an article appears in an issue of enVision. In addition to the article, an e-mail will be generated with a link to the SAC web site and an announcement that the article is in the newsletter. The SAC web site will have a .pdf file that can be downloaded/printed for distribution/use.

Regina Vann announced that the Shirley Brooks-Jones Citizenship Award program should be announced during Spring Quarter. Pat Patterson asked for a volunteer to work with Dave Scardena on the distribution. Susan Miller volunteered. Regina gave some preliminary stats on the first Shirley Brooks-Jones Award program.

Pat Patterson asked for candid comments regarding Gary Gibbons' presentation at the February Meeting. Many comments were made and some discussion was held on the type of program SAC members would like to have at the next SAC retreat. Along this line of discussion, Past Chair – Deb Gallagher volunteered to put together a list of possible speakers for the next SAC retreat. SAC Members were encouraged to send their ideas to Deb. The deadline for this list is April 15, 2003. Pat Patterson asked that Deb Gallagher and Jim Karcher draft a "plan" for the retreat; this would be reviewed at the May Meeting.

Next, Pat Patterson spoke about the May Meeting and L.H. Newcomb's attendance. After much discussion, it was decided that SAC members would like L.H. to give a presentation/comments from 10-11A. 11-12P would be an open discussion period so that after SAC members heard his ideas, specific questions could be addressed. This would be followed by lunch and L.H. would be welcome to join. It was also decided that the Executive Team would give L.H. "discussion points" for the May Meeting. Bill Koshar is to draft some discussion points, based on discussion held during the Meeting, and will distribute to the Executive Team.

Carol Poe addressed issues regarding the Annual Meeting to Pat Patterson. Discussion was held regarding the Annual Meeting and it was decided that Dana Oleskiewicz and Gabriella Pearse-Danker would work with Carol on the Annual Meeting. Regina Vann offered her assistance with contacting the Blackwell.

Next, Pat Patterson distributed the current "Staff Advisory Council – Statement of Purpose" taken from the web site. General discussion on this topic was held; much of which included how each SAC member interpreted items listed in the Statement of Purpose.

Lunch was held in the conference room. Many SAC members contributed to the lunch.

A special "Thank You" to:

--Department of Horticulture and Crop Science: pizza, soda

--Rita Bowers: pastry

--Anita Donaldson: fruit & cheese torts

--Deb Gallagher: salad and dressing

--Gabriella Pearse-Danker: Hawaiian Pies

--Susan Miller: chocolate chip cookies

--Dana Oleskiewicz: cookies

--Pat Patterson: coleslaw

--Carol Poe: soda, chips, salsa dip

Next, Pat Patterson asked for updates on the SAC Task Forces.

- Distance Issues: no one from this task force was in attendance.
- Career Advancement: Task Force Chair Gabriella Pearse-Danker reported.
- Balancing Work & Family: Task Force Chair Bill Koshar reported.
- Esprit de Corps: Task Force Chair Deb Gallagher reported.

It was decided that at the next SAC Meeting, updates would be given on Task Forces.

There being no more issues to discuss, Regina Vann moved to adjourn the meeting.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

*Staff Advisory Council Meeting Minutes*

May 21, 2003

Present:

Rita Bowers  
Laurie Ann Callan  
Marjorie Dellinger  
Anita Donaldson  
Deb Gallagher  
Bill Koshar

Peggy Lambert  
Barb LaMoreaux  
Susan Miller  
Dana Oleskiewicz  
Pat Patterson  
Gabriella Pearse-Danker

Carol Poe  
Dave Scardena  
Regina Vann  
Mary Jo Williams

Absent:

Helga Beke  
Carol Bunn  
Jim Karcher

Michael Kirkpatrick  
Christine Nielsen  
Jamie Nightingale

Chair, Pat Patterson, called the meeting to order. Pat gave an overview of the morning's agenda which included an appearance by Senior Associate Dean and Director Academic Affairs L.H. Newcomb, Ph.D. Pat introduced Dr. Newcomb.

Dr. Newcomb gave a background of SAC. It was born as a result of the program "Project Reinvent." Dr. Newcomb shared his thoughts as to the role that SAC plays. Comments from his discussion included:

- Dean Moser depends on SAC for staff issues. We have to be the voice and conscience of the staff.
- Dean Moser comes upon an issue and he might ask for us to give advice/council on that issue.
- We come upon an issue and present it to Dean Moser.
- A blending of the two (Dean Moser approaching SAC/SAC approaching Dean Moser).
- SAC can offer ideas—can be proactive and offer help to Dean Moser in seeing issues through.
- That we ask ourselves (as a group) "To what extent are SAC giving Dean Moser advice?" "Do we feel good about the advice?"
- That we bring two to four issues a year before Dean Moser. That we meet with Dean Moser face-to-face. We could meet as Executive Committee, or as a whole. No meal – no other activity planned - except to present these issues. L.H. stressed that he would assist us.
- Be as specific as possible when we present issues to Dean Moser.
- L.H. offered assistance if we receive resistance from Units in having membership in SAC. We need to keep L.H. informed of requests for new members and responses from units.
- SAC should keep on top of initiated issues and programs, but not to take them on as an operating committee. Don't let them be forgotten, but don't assume total responsibility. Prod and poke administration when necessary.

Much discussion with L.H. followed (items included):

- Rap sessions (having an effective facilitator was stressed).
- Possible declining membership due to budget situation (J. Townsend, Katie Duffy).
- Mentors/Mentoring/In take orientation/Basic Orientation.
- Revisiting Survey (coming full circle).
- Performance Evaluations/Reviews.

-How member's involvement in SAC must be on own time.

L.H. Newcomb met with SAC for approximately one hour.

Pat Patterson reported on the following individuals who were unable to make today's meeting due to family related issues: Michael Kirkpatrick – his Mother's passing and Christine Nielsen – her Son's birth.

Pat Patterson asked the Council if there were any changes to the March 2003 Meeting Minutes. There being none, Regina Vann moved to approve the Minutes.

Pat Patterson informed the members that she gave the latest SAC member listing to enVision editor and encouraged to have SAC members profiled.

Pat Patterson asked Deb Gallagher for an update on the SAC Retreat. Deb reported that she and Jim Karcher had decided to wait until after today's meeting to make plans. They wanted to hear L.H.'s presentation and possibly gain ideas from his discussion. Deb said that she will get with Jim and they will discuss ideas. Much discussion followed regarding possible items for the Retreat. An orientation for new members was suggested. Members also preferred a working retreat as opposed to having someone come in to lead a training program.

Pat Patterson solicited Anita Donaldson to be the individual who would remind Carol Poe when to begin working on the Shirley Brooks-Jones Award process. This was not formally voted.

Carol Poe addressed the members regarding the Annual Meeting. To date, Carol has met with a representative from the Blackwell and has many other options in the works. Carol gave a detailed report and will continue to work on the Annual Meeting.

During lunch, Task Force Chairs gave updates.

--Distance Issues: Peggy Lambert reported. Of note, summary/report has been written and Peggy is reviewing draft document.

--Career Advancement: Task Force Chair Gabriella Pearse-Danker reported. Of note, Gabriella distributed their draft report and asked for comments by the end of June.

--Balancing Work & Family: Task Force Chair Bill Koshar reported. No new action.

--Esprit de Corps: Task Force Chair Deb Gallagher reported. No new action.

Pat Patterson asked Vice Chair and Nominations Committee Chair, Dana Oleskiewicz to select a Nominations Committee. The committee members are: Chair, Dana Oleskiewicz, Gabriella Pearse-Danker, and Barb LaMoreaux. Dana will distribute an e-mail to all SAC members with instructions on nominating someone/nominating procedure, etc.

Dana Oleskiewicz offered to create a PowerPoint presentation to be used for orientation purposes. She requested text for the presentation be forwarded to her. The SAC members gladly accepted Dana's generous offer.

Dana Oleskiewicz recommended that Secretary/Treasurer, Bill Koshar, send L.H. Newcomb a "thank you" letter on behalf of SAC.

There being no more issues to discuss, Dana Oleskiewicz moved to adjourn the meeting.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

*Staff Advisory Council Meeting Minutes*

July 18, 2003

Present:

Helga Beke  
Rita Bowers  
Marjorie Dellinger  
Anita Donaldson  
Deb Gallagher

Jim Karcher  
Bill Koshar  
Peggy Lambert  
Christine Nielsen  
Jamie Nightingale

Dana Oleskiewicz  
Pat Patterson  
Gabriella Pearse-Danker  
Regina Vann

Absent:

Carol Bunn  
Laurie Ann Callan  
Michael Kirkpatrick

Barb LaMoreaux  
Susan Miller  
Carol Poe

Dave Scardena  
Mary Jo Williams

Chair, Pat Patterson, called the meeting to order. Pat commented that this was the last official meeting and that she believes we made positive strides and we will have "good footing" to take us into the future.

Pat Patterson asked the Council if there were any changes to the May 2003 Meeting Minutes. There being none, Deborah Gallagher – Past Chair moved to approve the Minutes.

Pat Patterson asked for an update from the Retreat Committee. Deb Gallagher – Retreat Committee voiced her disappointment in not receiving any comments as a result of her request at the May 2003 Meeting; she had asked that members send ideas and thoughts of what they would like to have at the Retreat. Deb gave an overview of ideas for the Retreat, which included, but were not limited to:

- Presentations/Programs given by OSU and OSUE staff members.
- The "Fish" concept/presentation.
- The "Who moved my cheese?" concept/presentation.
- HR programs "Making Work Fun" and training ideas/segments from the B.E.S.T. program.
- Other group maintenance/development programs.

Discussion was also held regarding a pot luck lunch. It was decided that the Executive Committee would supply utensils, paper plates, cups, and beverages. Bill Koshar – Secretary/Treasurer will create a sign-up sheet and send to Deb Gallagher for review and subsequent distribution to all SAC Members. The members are leaning toward a Pot Luck Salad, with additional contributions such as hot dogs from Pat Patterson and desserts from SAC members (hence the sign-up sheet which will include Pot Luck Salad Items). Jim Karcher – Retreat Committee will double check the Retreat date and will issue an email to all SAC Members.

Pat Patterson asked for an update from the Nominations Committee, being chaired by Dana Oleskiewicz – Vice Chair. Dana reported that the following individuals are up for nomination:

Anita Donaldson – for Vice Chair  
Susan Miller – for Vice Chair  
Dave Scardena – for Communications Director  
Bill Koshar – for Secretary/Treasurer

All individuals up for nomination have accepted their nomination. Dana will double check with Susan Miller due to Susan expecting a child. All individuals up for nomination were asked to submit a "Bio" by month's end. The information should be sent to Dana.

Next, Pat Patterson asked for an update from the Task Forces. The most significant update came from Career Advancement, Gabriella Pearse-Danker –Chair and her committee submitted their final report which was enthusiastically accepted by the Members. Regina Vann moved that the final report and recommendations be passed onto Dean Moser and L.H. Newcomb. Peg Lambret – Chair, Distance Issues, informed SAC their task force had not met as she was waiting for Christine Nielsen to return to SAC. Christine announced she would not be returning to work after the birth of her second child. She will be stepping down from SAC as well. Deb Gallagher – Chair, Esprit de Corps reported that the task force had come to an impasse. Council members suggested thinking long-term and not letting the current budget situation hold us back. Pat Patterson indicated that if the group did not feel that this was a viable project that we should say so and disband. Deb will convene the task force and report back in September.

Dana Oleskiewicz asked to distribute and discuss her draft power point presentation for use at Retreats. Much discussion and ideas followed. Ideas included, but were not limited to:

- Add "key figures" page (Dean Moser, L.H., etc.).
- Add a flow chart.
- Review the units represented on council.
- Add a section for expected membership participation.

Dana asked for Members to send their ideas and thoughts to her via email.

Bill Koshar – Secretary/Treasurer, conveyed Dr. Slack's welcome to the Council.

There being no more issues to discuss, Deb Gallagher moved to adjourn the meeting.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

*Staff Advisory Council Meeting Minutes*

September 3, 2003

Retreat: Gwynne Conservation Area - Molly Caren Farm

Present:

Rita Bowers  
Carol Bunn  
Laurie Ann Callan  
Marjorie Dellinger  
Anita Donaldson  
Karen Fedevich

Debra Gallagher  
Dave Grum  
Jim Karcher  
Bill Koshar  
Dana Oleskiewicz  
Pat Patterson

Gabriella Pearse-Danker  
Dave Sammons  
Dave Scardena  
Megan Strother  
Regina Vann  
Mary Jo Williams

Absent:

Helga Beke  
Michael Kirkpatrick  
Peggy Lambert

Barb LaMoreaux  
Susan Miller  
Jamie Nightingale

Carol Poe

Pat Patterson, Chair, called the meeting to order.

Pat Patterson asked the Council if there were any changes to the July 2003 Meeting Minutes. There being none Debra Gallagher, Past Chair, moved to approve the Minutes.

Pat Patterson asked for all present to introduce themselves.

Dana Oleskiewicz, Vice Chair and Chair – Nominations Committee, led the election of officers for the next term. Ballots were passed-out and collected by Pat Patterson.

Dana Oleskiewicz showed a PowerPoint presentation which gave an overview of Staff Advisory Council. In addition to the presentation itself, Dana provided a handout of the slides. Dana asked for some SAC members to give a short talk regarding particular areas of the presentation. Individual talks included:

--Regina Vann: Shirley Brooks-Jones Citizenship Award.

--Dave Scardena: Day with The Dean.

--Gabriella Pearse-Danker: Vice President's Advisory Council with added comments by Debra Gallagher, Past Chair, and Jim Karcher.

--Pat Patterson, Chair – Dave Scardena, Communications Director, and Bill Koshar, Secretary/Treasurer on their respective positions on the Executive Committee.

Chet Bowling, Extension Specialist – Community Development, Columbus Campus, gave a presentation titled "Appreciative Inquiry Interview." The presentation was a tool to help SAC members learn more about each other, themselves, and a different way in which to solicit responses to questions (i.e., questionnaire, survey). After many exercises and discussion, Chet asked that the following be highlighted:

--Our May 21, 2003 meeting with L.H. gave SAC a sense of purpose.

--Dana's Orientation Presentation grew from that meeting.

--At the beginning of a meeting, consider displaying SAC's purpose.

--We have the opportunity to make a difference.

--At the end of our meetings, ask ourselves; "What was the most important part of the meeting (day)?"

As part of the last exercise, the three groups came-up with the following purposes:

--Share ideas, tasks, and duties. Agree upon realistic and clear goals. Develop ownership. Accept efficient methods and practices.

--We conduct ourselves with a positive attitude. We value the social aspects of teamwork and we have strong, positive leadership to facilitate meaningful accomplishments.

--We challenge ourselves to change the path.

Pat Patterson, Chair, announced that the Annual Meeting will be held on October 15 at the Hall of Fame. Pat encouraged members to R.S.V.P. to Carol Poe. Pat also asked members to touch base with their respective chairs. Pat asked that members think of others who could be invited and forward those names to her.

Rita Bowers shared that the Day with The Dean winners would soon be announced.

Pat Patterson, Chair, announced the new Executive Committee for the upcoming year:

--Chair: Dana Oleskiewicz (not on ballot)

--Vice Chair: Anita Donaldson

--Communications Director: Dave Scardena

--Secretary/Treasurer: Bill Koshar

There being no more issues to discuss, Debra Gallagher moved to adjourn the meeting.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

*Staff Advisory Council Meeting Minutes*

November 19, 2003

Agricultural Engineering Building

Room 219, Columbus Campus

Hosted by: Carol Poe

Present:

Helga Beke  
Laurie Ann Callan  
Lois Campbell  
Marjorie Dellinger  
Anita Donaldson  
Arlene Duffey

Dave Grum  
Bill Koshar  
Barb LaMoreaux  
Susan Miller  
Dana Oleskiewicz  
Carol Poe

Dave Sammons  
Tom Shockey  
Megan Strother  
Mary Jo Williams

Absent:

Rita Bowers  
Karen Fedevich

Peggy Lambert  
Pat Patterson

Gabriella Pearse-Danker  
Dave Scardena

Dana Oleskiewicz, Chair, called the meeting to order.

Opening Exercise: Dana Oleskiewicz, Chair, asked that all council members introduce themselves to the group and tell something about themselves (current position within the College, tasks, how long on SAC, and something that the group might not know about them).

Dana gave the group an overview of the meeting and what would be discussed.

General Announcements:

Approve Meeting Minutes from September 3, 2003: Dana asked that all members review the distributed minutes from the last meeting. After reading the minutes, the group was asked if there were any corrections to the minutes. There being no corrections, the minutes were approved as presented. Dave Grum motioned to approve the minutes, Megan Strother seconded.

Membership List: Next, the group reviewed the distributed Membership List. Dana shared with the group that Jamie Nightingale resigned. Bill Koshar, Secretary/Treasurer, will work with Carol Poe for a replacement.

Calendar of Events/Tasks: Dana reviewed the SAC Time Line and reviewed each item. Dana asked for input from the group. A short discussion period followed.

Review of Mentoring Program: Dana reviewed the history of the mentoring program and asked that all mentors present, review their mentoring experience. Mentors and their charges known at the time of the meeting include:

Bill Koshar (Mentor) – Karen Fedevich

Dana Oleskiewicz (Mentor) – Megan Strother and Arlene Duffey  
 Anita Donaldson (Mentor) – Lois Campbell  
 Debra Gallagher (Mentor) – Dave Grum  
 Pat Patterson (Mentor) – Dave Sammons  
 Dave Scardena (Mentor) – Tom Shockey

(Bill Koshar will create a list of mentors and will send to Dana for review, distribution, and/or archive.)

Council Appointments:

Meeting Dates/Hosts: Dana led discussion on upcoming meetings and hosts. The confirmed information is as follows (complete listing distributed electronically on November 20, 2003):

11/19/03	2/18/04	3/17/04	5/19/04	7/21/04	9/21/04	10/20/04
Columbus Campus – Ag. Eng. Bldg Rm 219	Wooster Campus – NE Ext Ofc – Admin Bldg	Columbus Campus – Ag. Admin. Bldg Rm 105	South Centers (Piketon)	Stone Lab	<u>Meeting:</u> Madison County Extension Office – London, Ohio <u>Lunch:</u> Farm Science Review	T.B.A.
C. Poe	D. Oleskiewicz	M. Dellinger	L. Campbell	L. Callan	A. Duffey	A. Donaldson C. Poe

Task Force Chairs: Dana reviewed all task forces. Discussion included:

- A history/background on task forces was given with considerable input from Barb LaMoreaux.
- All current, active task forces were reviewed. Each task force was reviewed by present members, with the exception of Distance Issues; Barb LaMoreaux gave the review. It was agreed upon and decided to retain all current, active task force chairs.
- It was agreed upon and decided to give the status of “inactive” to the following task forces: Balancing Work and Family (motioned by Barb LaMoreaux, Carol Poe seconded), Career Advancement (motioned by Megan Strother, Lois Campbell seconded).
- It was agreed upon and decided to retain Distance Issues as “active” until a more thorough report is submitted.
- After discussion, Bill Koshar motioned to disband the task force: Esprit de Corps and Barb LaMoreaux seconded.
- Bill Koshar, Balancing Work and Family Task Force Chair, will distribute the final report for this task force to all members.
- Dana asked for volunteers to serve on the Distance Issues Task Force. The following SAC members agreed to serve: Arlene Duffey, Barb LaMoreaux, and Megan Strother.

Shirley Brooks-Jones Award Chair: Much discussion ensued regarding this topic. Discussion included:

- A brief history of the Shirley Brooks-Jones Award.
- Carol Poe reviewed how the nomination committee worked for this award. Carol reviewed members and how they are selected, etc. In addition, Carol suggested that

SAC provide names of staff for consideration to serve on the committee to Dr. Newcomb. It was decided to appoint Susan Miller as the lead Chair for this award.

Day with the Dean Chair: After much discussion, it was decided to hold on this issue until Dave Scardena was present.

Transportation Coordinators: Dana asked if Mary Jo Williams would continue to be the Wooster Campus (ATI, Extension, and OARDC) transportation coordinator. Mary Jo accepted. Dana reported that she would contact Rita Bowers to find out if she would continue to be the Columbus Campus transportation coordinator.

VP Advisory Council Representative Selection: \*

Guiding Coalition Representation: Dana reviewed, with the group, a letter that she received from Dean Moser requesting SAC representation on this committee.\*

\*Dana will distribute an email with the following:

--For VP Advisory Council, she will accept self- and open nominations to serve on this committee. This committee is a three year commitment and SAC needs to appoint one individual. Nominations are open to those SAC members beginning a three year term. For the Guiding Coalition, she will accept self- and open nominations to serve on this committee. This committee is a one year commitment and SAC needs to appoint three individuals. Nominations are open to all SAC members. Please include a short bio with your self-nomination. Those being nominated by fellow SAC members will be asked to provide a bio. For the Guiding Coalition, Dean Moser is requesting that SAC appointments be forwarded to him by December 1.

Break for Lunch

Discussion Items:

Issues to present to L.H./Bobby: After much discussion, it was decided to invite Dean Moser to the March SAC Meeting for a lunch discussion. Carol Poe recommended that we provide topics to cover (to Dean Moser) prior to the meeting. Carol offered to double-check Dean Moser's calendar for his availability.

SAC flyers – This item was touched on briefly. Decided to bring up at another meeting and possibly add to the Communications Director responsibilities or form a Task Force. Members were asked to remove any of these outdated flyers if found and send to Bill Koshar or Carol Poe.

Day with the Dean article in enVision: After much discussion, the group learned that Laurie Ann Callan wrote an article regarding Day with the Dean (if was also discovered that Laurie Ann wrote an article regarding the Shirley Brooks-Jones Award). Laurie offered to work with Dave Scardena, Communications Director, and Jennifer Kiko (enVision) getting the story in the publication. Further discussion was led by Carol Poe. Carol suggested that SAC work with one Communications & Technology staff member (Editor) for our stories. Dana offered to contact Dr. Newcomb for a plan of action on this point. Mary Jo Williams offered that Ken Chamberlain had taken pictures of selected staff for Day with the Dean.

Connect with other Councils/open forums: After an initial discussion and review, it was decided to put this item on the agenda for the next meeting.

Survey results/distribute to staff/another survey: After much discussion, it was decided that Marjorie Dellinger distributes the original survey to the group. Dana asked the group to review the survey and the report (Bill Koshar is to distribute the survey report).

USAC Luncheon: Laurie Ann Callan reviewed the USAC Luncheon that she attended. Laurie reported the following:

- Learned of other colleges have councils.
- USAC started a Marketing Task Force.
- USAC believes that polling your people (staff) on a continuous basis is important.
- Larry Lewellen, Associate Vice President for Human Resources, gave a talk at the luncheon.

Training/team building opportunities: Dana asked for input from the group on what they would like to have for team building programs. After much discussion and input, Dana agreed to send an email to SAC members for additional input and thoughts. It was decided that Dana will approach Marilyn Trefz, Assistant Dean, Organizational Development – Dean's Office, and invite to the next SAC meeting.

Meeting Overview/Evaluation: Dana led discussion to review the meeting and asked the group for input.

There being no more issues to discuss, Barb LaMoreaux moved to adjourn the meeting and Mary Jo Williams seconded.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer