

College of Food, Agricultural, and Environmental Sciences

Staff Advisory Council Meeting Minutes

February 18, 2004

Administration Building

OARDC Wooster Campus

Hosted by: Dana Oleskiewicz

Present:

Helga Beke
Rita Bowers
Laurie Ann Callan
Marjorie Dellinger
Anita Donaldson
Karen Fedevich

Dave Grum
Bill Koshar
Peggy Lambert
Barb LaMoreaux
Dana Oleskiewicz
Pat Patterson

Carol Poe
Dave Sammons
Dave Scardena
Tom Shockey
Megan Strother
Mary Jo Williams

Absent:

Lois Campbell
Arlene Duffey

Susan Miller
Gabriella Pearse-Danker

Opening Exercises

Dana Oleskiewicz, Chair, introduced Marilyn Trefz, Assistant Dean-Organizational Development, to lead a discussion on SAC purpose and planning. Marilyn gave a review of her background (involved with Project Re-Invent, 27 years with The Ohio State University—most of which time has been spent with the College, in addition time with 4-H and extension appointments, and Home Economics and Ag Ed). The exercise included individual, one-on-one (listening and speaking exercise), and group discussion. Marilyn's handouts included SAC Statement of Purpose and the College Statement of Purpose. Due to a prior engagement, Marilyn could not finish the discussion with the group; Dana finished the exercise.

After breaking for lunch, Dana Oleskiewicz called the Meeting to Order. Dana asked that all present introduce themselves and give a brief background on their role with SAC.

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

General Announcements

Approve Meeting Minutes from November 19, 2003: There being no corrections, the minutes were approved as presented. Dave Sammons motioned to approve the minutes, Dave Scardena seconded.

Membership Updates: Dana introduced the newest member to SAC—Tammi Rogers. Dana asked for someone to mentor Tammi; Marjorie Dellinger accepted.

Calendar of Events/Tasks: Dana led discussion on what to add to our calendar of events/tasks. ListServ update and the issue of "Welcome Letters" will be added. In

addition, reminding Administrators to give performance appraisal reviews and one-on-one meeting with L.H. and Dean Moser will be added.

Mentoring Program: Dana asked if anyone being mentored had questions; if mentors had questions or questions in general. No comments or questions were posed.

Transportation Coordinators: Dana announced that Mary Jo Williams and Rita Rowers are transportation coordinators for Wooster Campus and Columbus Campus, respectively. Carol Poe offered to be transportation coordinator for Columbus next term.

V.P. Advisory Council: Dana asked that Laurie Ann Callan give an overview of the Council's meeting. Laurie reported that the Council met on Tuesday, February 17, 2004 and that it was her first meeting. The main topic of the meeting was in what direction does the college take regarding the renovations. The Council members met in break-out sessions and forwarded their recommendations to Dean Moser. August 17, 2004 is the date for the next V.P. Advisory Council meeting. Laurie reviewed how meetings are conducted, etc.

Guiding Coalition: Dana gave a review of the Guiding Coalition and Bill Koshar, Secretary/Treasurer, gave the group a review of the first meeting. Dean Moser charged the Guiding Coalition with assisting in creating the next, six year College goals. Bill reviewed how meetings are conducted, etc.

Distance Issues Task Force: Peggy Lambert gave a review of the task force and reported that the group was scheduled to meet after today's meeting.

Council Tasks

Shirley-Brooks Jones Award: Dana reported that Susan Miller will be Chair of the Shirley-Brooks Jones Award. In this position, Susan will be charged with reminding L.H.'s office to begin the process. In addition, Susan will be charged with seeing that all facets of the process are being performed. Dave Scardena will assist Susan where needed. Bill Koshar will see that Susan Miller receives all information on the Award.

Day with the Dean: Dave Scardena reviewed this event. Pat Patterson, Past Chair, offered suggestions that we review dates and possible events with Dean Moser. Dave offered to do this and will report back to SAC.

Webpage: Discussion was held regarding the SAC webpage/website. After much discussion, Dana asked for volunteers to review the SAC webpage/website and offer comments/updates/changes. These comments are to be sent to Dana via e-mail. SAC members to review are: Dave Grum, Dave Sammons, and Tammi Rogers.

Listserv: As discussed earlier, this item will be added to the timeline. This item will be added to the responsibility of the Communications Director. Dana spoke with Harry Laufman, Systems Manager-Communications & Technology, and he will assist SAC on establishing and maintaining a Listserv. Criteria selected: A&P, Civil Service, Part-time, and Administration – Department Chairs. It was decided to review the Listserv on a quarterly basis. Dave Scardena will take the charge in working with Harry.

Discussion Items

Task Forces: After much discussion it was decided to wait until the summer to form new task forces. This will give SAC time to gain identity and review where SAC stands. In addition, survey results will be reviewed by then. Dave Grum suggested that when Dean Moser meets with SAC, we can discuss this topic.

Issues/questions to present to Dr. Moser: It was decided to present the following items: Day with the Dean, Task Forces, Indicators of Success (is SAC in-line with current IoS?) and how SAC can help, Budget Reduction (and possible ramifications to SAC), SAC's overall communication within the college, possibility of rap sessions, SAC's contributions to college admissions/standards viability. It was brought-up that these questions be forwarded to Dean Moser prior to the meeting.

Articles in enVision: Laurie Ann Callan reported on the two articles that she forwarded to Jennifer Kiko (Day with the Dean, Shirley Brooks-Jones Citizenship Award). Laurie remembers seeing the Day with the Dean article, but not the Shirley Brooks-Jones Citizenship Award article. Laurie will take the lead in submitting additional articles to Jennifer; Bill Koshar offered assistance as needed.

Staff Survey: After much discussion, it was decided that Dana will review Staff Survey materials (provided by Marjorie Dellinger), select particular material and have Bill Koshar distribute to all SAC members to review and discuss at March meeting.

Interface with other Councils/open forums: Anita distributed, from the USAC website, a listing of local staff councils. It was stressed that each council must contact USAC to have their council advertised on this listing. Brief discussion was held regarding how SAC could interface with other councils. Dana will forward to all SAC members the announcement of USAC's Spring Retreat; the first two SAC members to respond to attend will be offered the opportunity.

Anita Donaldson distributed information on the Mediation Pilot Program. Anita gave a brief overview of this program and recommended that SAC members take advantage of the program.

SAC flyers: Dana discussed that SAC could use an updated flyer. After some discussion it was decided that a committee be formed. Anita Donaldson, Dave Scardena, Dave Grum (Chair), Mary Jo Williams, and Helga Beke. It was recommended that this group meet once before the March meeting. The group was encouraged to submit verbiage, layouts, and different media for the SAC flyer.

Next meeting: The next meeting will be held on the Columbus campus, Room 105 – Ag. Admin. Marjorie Dellinger will be the host.

Dana wanted to discuss the July meeting, being held at the Stone Lab. After much discussion, it was decided that the Stone Lab would provide lunch (approximately \$8.75/ea.), SAC executive committee would provide refreshments and snacks, and that we would begin the meeting between 10-11:00A. Laurie Ann Callan will provide an update at the March meeting.

Barb LaMoreaux reminded the group that Campus Campaign Kick-Off would be held March 17 on the Wooster Campus. Dana asked for members, who could not make the March 17 meeting due to involvement in the Kick-off, to identify themselves.

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

There being no more issues to discuss, Megan Strother moved to adjourn the meeting and Barb LaMoreaux seconded.

Respectfully submitted,
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

Staff Advisory Council Meeting Minutes

March 17, 2004

Agricultural Administration Building

Room 105 - Columbus Campus

Hosted by: Marjorie Dellinger

Present:

Helga Beke
Rita Bowers
Laurie Callan
Lois Campbell
Marjorie Dellinger
Anita Donaldson

Arlene Duffey
Dave Grum
Bill Koshar
Susan Miller
Dana Oleskiewicz
Gabriella Pearse-Danker

Carol Poe
Dave Sammons
Tom Shockey
Megan Strother

Absent:

Karen Fedevich
Peggy Lambert

Barb LaMoreaux
Dave Scardena

Mary Jo Williams

Dana Oleskiewicz, Chair, called the meeting to order and thanked Marjorie Dellinger for providing the refreshments.

General Announcements

Approve Meeting Minutes from February 18, 2004: There being no corrections, the minutes were approved as presented. Bill Koshar motioned to approve the minutes, Lois Campbell seconded.

Calendar of Events/Tasks: Dana made modifications to the existing SAC timeline. Dana reviewed some of the modifications and gave the draft form to Bill Koshar; Bill will revise and send to Dana for review and then distribute to all SAC members.

Distance Issues Task Force: Laurie Callan reviewed the latest news regarding this task force. Laurie distributed a reported dated March 17, 2004 regarding this task force. After everyone had an opportunity to review the report, Dana asked for group discussion. There being none, Dana thanked Laurie for the report.

Dana reviewed the upcoming May 24 USAC Retreat. She encouraged everyone to send Human Resource issues to Bill Koshar; these issues could be brought up during the Retreat. One more SAC member may attend the Retreat—Susan Miller might attend. Bill will give an updated at the July SAC meeting.

Dana reviewed the March 16 meeting that she and Anita Donaldson had with L.H. Newcomb. The following are items that were discussed:

L.H. felt that SAC issues/Recommendations should be “decision rights.” Basically, issues and recommendations should be in-line with University policies, etc.

Task Force reports could be recommendations or “wish list” items.

L.H. feels that the “feedback” loop is very important. He would like to know; “What is your (our) unit saying?”

L.H. felt that the survey results still have good information that can be explored. (Side comment: An additional survey would be valuable; could CAFES SAC collaborate with USAC?)

Marketing issues were discussed; “How to get information out (to staff).” Web site, listserv, and face to face. Get out in the unit and talk with our staff.

Discussion was held on marketing issues and suggestions were made. One major topic was how SAC could help/assist with staff that might be cut due to the current budget situation.

Council Tasks

Shirley Brooks-Jones Award: Susan Miller gave an overview of this staff award and distributed a timeline. Additional input timeline (“Nominations to SBJ Committee for review” to be moved before “SBJ Committee meeting to choose winner”). Susan will revise the timeline and send, electronically, to Bill Koshar for distribution.

Day with the Dean: Discussion was held regarding the listserv announcement for the April 2 Day with the Dean. Dana will get an update from Dave Scardena on the Day with the Dean program. The next “Day” will be during Farm Science Review.

Webpage: Dana mentioned that the revisions will be sent to Dave Scardena. Dave Grum, also, had revisions and sent his comments onto Dave Scardena.

Listserv: Dana reported that the Listserv has been updated and will be updated on a quarterly basis.

Articles in enVision: Laurie Callan reported that an article for the Shirley Brooks-Jones Award has not yet appeared. Susan Miller conducted a “search” and could not find any recent article on the award. It was recommended that Laurie contact Jennifer Kiko regarding the article.

SAC Flyers: Dave Grum gave an overview and distributed (to SAC Chair) a report from the Committee’s March 9 meeting. Items included:

- Update website
- Flyers for new hires and current staff.
- Re-design flyer/poster (Dave provided a conception).
- Adding SAC link to other websites in the College and departments/units.
- Ask staff how they found out about SAC.

Dave closed by announcing the group would meet after today’s meeting.

Next, much discussion was held regarding where different types of staff fit in and how they are being represented (i.e., hourly, civil service are represented by SAC. How are other types/classifications of staff represented)? Carol Poe offered to look into how Post Docs are represented and will report back at the next meeting.

Next, much discussion was held regarding some type of abbreviated survey. After discussion which included ticket give a ways, one-on-one survey, electronically generated survey, drafting a mini survey and have a draft by May meeting, each SAC member talk with unit staff, it was decided that Gabriella Pearse-Danker will lead the "one-on-one" survey. The survey will be discussed at the next meeting.

Next, the group reviewed questions that were presented to Dean Moser.

Lunch and Discussion with Dr. Moser

Dana opened with session by thanking Dean Moser for taking his time to visit with SAC. Dean Moser thanked all of us for serving on SAC.

Dean Moser reviewed:

-Day with the Dean. He felt that twice a year is good and that Farm Science Review is a good time. He suggested that we hold it on the second if the first day seemed to be too busy of a schedule. The other day could be in the spring; somewhere on the Columbus campus.

-Feedback from Units on staff performance.

-Communications – are we getting feedback from the staff? We should be aware that unit leaders are left in charge of including staff in communications. Communications should be both ways.

-Budget situation. Dean Moser encouraged us to investigate ways in which we could save time and be more efficient, therefore being able to cut costs.

-College Goals. College goals were reviewed and we were encouraged to contribute as best we can.

-OARDC Review.

-Diversity.

Discussion Items

Dr. Moser Discussion – implications. The group discussed the meeting with Dean Moser. After much discussion, it was decided that this was very beneficial and SAC should continue to invite Dean Moser to attend one meeting a year and for the Executive Committee to meet with Dean Moser one-on-one once a year (and on an as needed basis if applicable).

Next Meeting: Dana reported that she would be on maternity leave for the May meeting. Discussion was held regarding the July Retreat. It was decided that due to the current budget situation and L.H. Newcomb's recommendation, we would possibly hold the meeting at South Centers and Lois Campbell would host. Lois will get back with Anita Donaldson with more information. Bill Koshar will generate an e-mail message letting SAC members know that we will not be going to the Stone Lab in July.

Before closing, Dana and all present SAC Members thanked Marjorie for the terrific lunch.

There being no more issues to discuss, Gabriella Pearse-Danker moved to adjourn the meeting and Carol Poe seconded.

Respectfully submitted,
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

Staff Advisory Council Meeting Minutes

May 19, 2004

South Centers at Piketon

Hosted by: Lois Campbell

Present:

Helga Beke
Rita Bowers
Lois Campbell
Marjorie Dellinger
Anita Donaldson

Karen Fedevich
Peggy Lambert
Bill Koshar
Susan Miller
Gabriella Pearse-Danker

Carol Poe
Megan Strother
Mary Jo Williams

Absent:

Laurie Callan
Arlene Duffey
Dave Grum
Barb LaMoreaux

Dana Oleskiewicz
Tammi Rogers
Dave Sammons
Dave Scardena

Tom Shockey

Anita Donaldson, Vice Chair, called the meeting to order and announced Lois Campbell as meeting host. In preparation for the group's wagon tour of South Centers at Piketon, Christina Leighfield, Aquaculture Aide at South Centers at Piketon, was introduced at the group's tour guide. Christina provided the group with an overview of her duties, an overview of Piketon, and a very informative overview on research conducted at Piketon. Christina answered questions from the group.

General Business Issues

At 12:15 PM, Anita Donaldson reconvened the meeting.

Lois Campbell shared an overview of the Endeavor Center (discussed during the wagon tour) and showed the model of the Center.

Approve Meeting Minutes from March 17, 2004: There being no corrections, the minutes were approved as presented. Bill Koshar motioned to approve the minutes, Gabriella Pearse-Danker seconded.

Calendar of Events/Tasks: Lois provided copies for the group. Miscellaneous discussion took place. Of note, Susan Miller recommended that the "Announcement of Shirley Brooks-Jones Award" take place in June rather than May; she felt that May was too early. In addition, Anita Donaldson reported that Dana Oleskiewicz asked the group to think about the Annual Meeting (location, speaker).

Council Tasks/Updates

Day with the Dean: Due to budget talks, the April 2 Day with the Dean was cancelled. Discussion was held regarding the removal of posters. Anita will follow-up with Dave Scardena for an update on the posters and the Day with the Dean. The next scheduled Day with the Dean is September 21 at the Farm Science Review.

Shirley Brooks-Jones Award: Carol Poe reported that her office is assembling the Nomination Committee. Carol asked for input from the group regarding the selection process. After discussion, it was decided that Bill Koshar and Mary Jo Williams provide one name to Carol for selection to the Nomination Committee (two names in case one individual would not be interested or available).

Marketing SAC: Anita Donaldson will follow-up with Dave Grum. Bill Koshar will electronically distribute the proposed SAC business card and flyer to all SAC members for review and discussion at the July meeting.

Webpage: Anita Donaldson will follow-up with Dave Scardena for an update on SAC's website.

Mini SAC Survey Draft: Gabriella Pearse-Danker gave an update and overview on the survey (copies were distributed). Discussion was held, after which it was decided to make modifications/revisions. Gabriella will then electronically send the survey to all SAC members. SAC members are to survey colleagues and record their findings. It is important that SAC members keep accurate records on how many colleagues were surveyed. Once complete (by June 16) members are to forward their results to Bill Koshar. Bill will compile all of the results and create a report that will be presented at the July Retreat. Gabriella will send a reminder message to all SAC members early June.

Post Docs Representation: No update at this time. This issue will be discussed at the next Business Meeting.

Discussion Items:

Distance Issues Task Force: Peggy Lambert gave an overview of this Task Force Report. After much discussion, Peggy will make modification/revisions and put before SAC members at the July Retreat to be voted as a final report.

USAC May 24th Retreat: Bill Koshar and Susan Miller will be attending. Anita Donaldson encouraged SAC members to forward concerns to Bill and Susan. After discussion, it was decided that Bill and Susan could bring-up current SAC issues.

Esprit de Corps Task Force Report: Anita Donaldson gave an overview of this report. After discussion, it was decided to make modifications/revisions. Question: Should this then be voted as FINAL??? Thanks.

SAC Meeting July 21st: It was decided to hold the July Retreat at Kingwood Center in Mansfield. Anita Donaldson will approach Dr. Keith Smith to host the lunch. Discussion was also held regarding the budget situation and the need for all SAC members to do their share and "step up to the plate" to assist in meetings. It was noted that some departments have not hosted meeting, or contributed to meetings, in three years. Anita also offered to take the lead in a speaker for the Retreat.

There being no more issues to discuss, Marjorie Dellinger moved to adjourn the meeting and Peggy Lambert

Respectfully submitted,
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

Staff Advisory Council Meeting Minutes

July 21 2004

Kingwood Center, Mansfield, OH

Hosted by: Anita Donaldson

Present:

Rita Bowers
Laurie Callan
Marjorie Dellinger
Anita Donaldson
Dave Grum

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

Tammi Rogers
Dave Sammons
Tom Shockey
Megan Strother
Mary Jo Williams

Absent:

Helga Beke
Lois Campbell
Arlene Duffey

Karen Fedevich
Bill Koshar
Peggy Lambert

Carol Poe
Dave Scardena

Dana Oleskiewicz, Vice Chair, called the meeting to order and announced Lois Campbell as meeting host.

General Business Issues

Approve Meeting Minutes from May 19, 2004: There being no corrections, the minutes were approved as presented. Marjorie Dellinger motioned to approve the minutes, Tammi Rogers seconded.

Distance Issue Task Force: Barbara provided copies for the group. Miscellaneous discussion took place. Barbara moved and Gabriella seconded the motion that Distance Issues Task Force report as presented be forwarded to the Administration. The motion carried.

Esprit de Corp Task Force: After review of the report Tom questioned the appropriateness of the phrasing 'shape the job to fit the individual'. After the ensuing discussion it was decided that the next to the last paragraph and the last bullet point should be removed. Susan moved and Anita seconded the motion that the report with changes should be forwarded to the Administration. The motion carried.

Council Tasks/Updates

Susan reported on the USAC Retreat she and Bill attended on May 24. The Retreat focused on University budget cuts, the new vacation donation and maternity leave (6 weeks for mothers/3 weeks for fathers) policies and paperless pay. No mention was made of the new policy regarding partner benefits. The group broke into focus groups, Susan was in the group Creating a Healthy Workplace. Overall the College is a good place to work and ahead of the University in the area of staff concerns and issue. USAC believes that SAC sets the standard for other Colleges within the University. We need to continue to connect SAC with USAC

Shirley Brooks-Jones Award: Susan reported the committee is set and she is working with John Victor to develop a flyer. The website will be updated with nomination form and criteria. The flyer once available will be emailed to SAC members for display and or distribution. The flyer will list prior winners. Pat may have photos of prior winners for use on the flyer.

Annual meeting due to Dr. Moser's scheduled has been moved to Thursday, October 7, 2004. Further details will be forth coming.

EnVision: The issue of publishing at least one issue per year in a paper format was raised. It was felt that this would better accommodate College employees who do not have computer access. Pat indicated that publishing EnVision is part of Computer Technologies Budget and moving to paperless was budget driven. Discussion also focused on past articles submitted by SAC and need to continue this effort. It was suggested that a link from be established on the SAC webpage to EnVision. Laurie will get the information to Jennifer Kiko for an article on the Shirley Brooks Jones award. Gabriella felt an article addressing the results of the Mini Survey be done for EnVision. Dana volunteered to write an article for EnVision. It was also brought up the need to know EnVision deadlines and email address.

Day with the Dean: The next scheduled Day with the Dean is September 21 at Farm Science Review. Dana will follow-up with Dave Scardena for an update on the posters and the Day with the Dean.

Mini Survey: Gabriella prepared the draft and Bill tabulated the results. Discussion regarding the results focused on some of the comments and responses. Results from the survey indicated that people do not associate SAC with the various initiatives, such as Day with the Dean. 83 individuals responded they would approach a SAC member with concerns, while most individuals have not visited the SAC website. It was felt that the because of the time lapse between the initial Survey and today, staff did not make the connection between SAC and the various initiatives. In addition the out datedness of the website and difficulty in finding its location do not encourage its use. Anita will follow up with Dave Scardena regarding having Bob Ferbee appoint an individual who would be assigned the task of updating the website. Since the tabulation of the mini survey as presented, did not contain all the results, it was decided that the issue should be tabled and revisited once all the results have been tabulated. Dana will follow up with Bill.

Marketing SAC: Current results and the ensuing discussion about the mini survey raised issues related to the Marketing of SAC. Dana proposed the establishment of a Task Force for Marketing. Issues surrounding the establishment of such a Task Force centered on need and purpose. Question raised as to the job of the Communication Director as it relates to the website and marketing of SAC. After much discussion Barbara moved and Tammie seconded that a Marketing Task Force be established that would be charged with development of a strategic plan. The motion passed. Tammie, Anita, Susan, Laurie and Dave Sammons volunteered to be on the Task Force.

Business Cards and Flyers: Dave Grum reported that the business cards were not available. Mary Jo has a copy of prior card she will forward to Dave for review. A poster entitled 'Staff Participation for the Betterment of the College' was presented. It was decided to hold publication of the poster until the webpage had been updated.

Elections: Anita asked that Bio's for those running for office be sent to her by Friday, July 23. She also reminded people that nominations were still open and self nominations were welcome. An absentee ballot will be available for those unable to attend the September meeting. Please identify yourself to Anita if you need an absentee ballot.

Annual Retreat: The retreat will be held September 21 at the Madison County Extension office. The meeting will begin at 9:00 AM and end with the Vice President's luncheon at Farm Science Review. Dana will put together the agenda for the meeting. Gabriella suggested that an updated list of SAC members be made available. Dana also indicated the need to identify mentors for members new to SAC.

Annual Meeting: Rescheduled for October 7, 2004. Anita and Carol will handle the arrangements.

New Appointments: Outgoing members are; Helga Beke, Rita Bowers, Bill Koshar, Peg Lambert and Dana Oleskiewicz. Dana will follow up with Bill so that he can finish preparing the letters from Dr. Moser to areas needing to appoint a new SAC member. Dana then provided the group with an overview of the change in the structure of Extension. After discussion it was decided that SAC should have 1 representative from each of the three Regions and 1 from all centers combined for a total of 4 representatives from Extension.

Miscellaneous: Gabriella asked what follow-up as occurred with Dean Moser in regard to the Task Force issues already presented to him. She suggested a procedure be established to ensure follow-up.

Mark Erbaugh has been housing the statistics from the original survey and Gabriella asked where these should be moved for storage. An archive for SA was established in LH Newcomb's areas so the survey statistics should be forwarded to Carol Poe for storage.

Pat then asked what action if any will occur as a result of the mini survey. After a brief discussion it was decided that necessary actions will occur after all results have been tabulated.

Gabriella indicated she will be unable to attend the next VP Advisory Council Meeting and questioned if she should find a replacement. Dana will follow up with Marilyn Trefz about the appropriate action.

There being no more issues to discuss, Dave Grum moved to adjourn the meeting and Gabriella Pearse-Danker seconded. The meeting was adjourned.

Respectfully submitted,
Barbara LaMoreaux

Staff Advisory Council Meeting Minutes

September 21, 2004

OSU Extension Madison County – Extension Office

Hosted by: Arlene Duffey

Present:

Helga Beke
Laurie Callan
Lois Campbell
Marjorie Dellinger
Anita Donaldson

Arlene Duffey
Dave Grum
Bill Koshar
Dana Oleskiewicz
Carol Poe

Dave Sammons
Tom Shockey
Megan Strother

Absent:

Karen Fedevich
Peggy Lambert
Barb LaMoreaux

Susan Miller
Gabriella Pearse-Danker
Dave Scardena

Mary Jo Williams

Dana Oleskiewicz, Chair, called the meeting to order at 9:30AM. Dana gave the group an overview of the meeting and what would be discussed.

General Announcements

Approve Meeting Minutes from July 21, 2004: Corrections noted: First paragraph – Dana should be recognized as “Chair.” First paragraph – Anita Donaldson was the Host; Lois Campbell was the host for the July 21, 2004 meeting. There being no additional corrections, the minutes were approved. Bill Koshar motioned to approve the minutes, Megan Strother seconded.

Membership Updates: Dana reviewed the newest members to SAC. Dana reported that she invited all new members to the Retreat and to the October Annual Meeting. Janis Cripe, Communications & Technology (CommTech) was able to attend the Retreat. Janis introduced herself and gave an overview of her duties. All members present introduced themselves. The Mentor Program was discussed and Mentors were selected as follows:

Laurie Callan – Janis Cripe

Bill Koshar – Jim Lawrence

Carol Poe – Todd Hicks

Anita Donaldson – Kevin Duemmel

Dave Grum – John Beardmore

OARDC SAC Meeting Representation: Dana reviewed Connie Britton’s letter to Dean Moser regarding OARDC Staff Council having a representative for CFAES Staff Advisory Council. After discussion, it was determined to wait until Dean Moser replies before taking any action.

2004-2005 Executive Team Election. Anita Donaldson led the 2004-2005 Executive Team Election. Ballots were distributed to each SAC member present (excluding Janis Cripe). Executive Team Committee voted as follows:

Anita Donaldson (Chair) (Non elected position)
Dave Grum (Vice Chair)
Lois Campbell (Secretary – Treasurer)
Laurie Callan (Communications Director)

Shirley Brooks-Jones Award: Carol Poe gave an overview of where the Task Force was in their selection process. Carol reported that invitations were sent to all appropriate individuals. Carol also mentioned that ten nominations were received; a little down from last year. This year, all nominees along with those who nominated will be notified that they were nominated.

Day with The Dean: The date is now set for September 23. No other information was available at the time of the SAC meeting.

2004-2005 Meeting Dates: Meeting dates for the coming year are as follows:

November 17, 2004

February 16, 2005

March 16, 2005

May 18, 2005

July 20, 2005

September 7, 2005 – Retreat

September 20, 2005 – Farm Science Review for CFAES SAC Members

October 19, 2005 – SAC members are requested to hold this date for the Annual Meeting.

Dana requested that Bill Koshar update the Meeting Calendar.

Marketing: Dave Sammons reported that the Marketing Team/Committee met. They were still discussing ideas. The Committee will meet to narrow their ideas, and submit a report at the next SAC business meeting. Dana mentioned the web site and business cards and discussion followed. Dave Grum reported that he will have the business cards and flyers for the October 7, 2004 Annual Meeting.

Task Force Reports: Dana reviewed the latest Task Force Reports Esprit de Crops and Distance Issues will be forwarded to Administration. Dana and Carol had a brief discussion on the process.

SAC Annual Meeting: Da Vinci Ristorante, 4740 Reed Road, Columbus, has been reserved for the October 7th Annual SAC Meeting. Maps were. Carol Poe and Anita Donaldson are refining the details with Bill and Dana. Invitations will be sent out via email.

SAC Mini Survey: Dana reviewed the mini survey. Dana asked for opinions of individuals after reviewing the results. After discussion, it was decided to add a mini survey brainstorming session to a future meeting agenda. One recommendation is to have more “teaser emails.”

There being no more issues to discuss, Bill Koshar moved to adjourn the meeting and Dave Sammons seconded. The group departed for Farm Science Review to attend the 2004 Vice President's Luncheon as guests of Bobby Moser.

Respectfully submitted,
Bill Koshar, Secretary/Treasurer

College of Food, Agricultural, and Environmental Sciences

Staff Advisory Council Meeting Minutes

November 17, 2004

OSU Wooster Campus – OARDC, Research Services Building, Room 130

Hosted by: Dr. Slack, Karen Fedevich, Bill Koshar and Mary Jo Williams

Present:

John Beardmore
Laurie Callan
Lois Campbell
Janis Cripe
Anita Donaldson
Karen Fedevich
Dave Grum

Todd Hicks
Bill Koshar
Barb LaMoreaux
Jim Lawrence
Susan Miller
Dana Oleskiewicz
Carol Poe

Tammi Rogers
Dave Sammons
Tom Shockey
Megan Strother
Mary Jo Williams

Absent:

Marjorie Dellinger

Kevin Duemmel

Arlene Duffey

Anita Donaldson, Chair, called the meeting to order at 10:00 AM.

Who Are You?

As a way to introduce members Anita had everyone make their own name tents with drawings of: what we do, our hobbies, an office supply, and the final OSU – Michigan score. After introductions Dave Grum passed around a sample of the Business Card. Dave stated that the flyers should be ready for our next meeting. Anita then introduced Greg Davis, Leader, Agricultural, Environmental, and Developmental Economics.

“How Do We Bring Our Mission to Life?”

Greg Davis facilitated “How Do We Bring Our Mission to Life?” The areas that were covered:

- What are we about?
 - What is SAC
 - Why does SAC exist?
 - Members need to know fundamentals of SAC
 - Need for a better awareness of SAC
 - Members serve a 3 year term – can serve 2 terms
 - Twenty-one members – include all units in the college
 - SAC came out of Project Reinvent
 - Supervisors select members – then give names to Dr. Bobby Moser – Dean Moser then selects members
- What do we do?
 - Meet six times a year
 - Listen to issues that staff have – take issues to Dean Moser

- What we have accomplished:
 - * Annual performance review
 - * Shirley Brooks-Jones Award
 - * Day with the Dean – twice a year
- How do we want to be known? - Market Strategies
 - Market SAC
 - Think about making an impact
 - How to best utilize SAC
 - How to communicate to all staff
 - Identify ways to improve awareness
 - What stands in the way
 - * Money
 - * Time
 - * Priority
 - * location
 - Promotional items that were discussed: Factsheet, Poster, Magnet, Post-it notes, Business cards, Newsletter, Candy bar w/SAC logo, and Coffee mug.
 - Outlets for promotional items:
 - * New Employee Orientation
 - * Annual Conference
 - * Support Staff Conference
 - * Staff Conferences
 - * Offices/Buildings
 - * Staff Appreciation Week

Marketing Committee:

Laurie reported on the website. It needs updated, change in colors, staff input, and Shirley Brooks Jones award winner should have her picture on the website. It should be kept simple. Dialogue concerning priorities followed. When receiving e-mail of staff concerns they should be acknowledged. Dave Grum stated that the 2000 survey was outdated. Greg suggested doing the survey again and compare it to the first one. Susan suggested a free luncheon sponsored by SAC as a way to market ourselves.

Communications:

Discussion was held on identifying what can be done - fact sheet, web site, and list serv.

General Business:

Laurie Callan gave a report on the VP Advisory Council meeting – the next meeting is Feb. 3rd. Todd Hicks agreed to be the new member on the VP Advisory Council. Look over the web page – by-laws, policy & procedures, send corrections to Laurie.

Approve September 21, 2004 Minutes:

Lois noted two corrections to the minutes, Tammi Rogers was present for the meeting and Lois Campbell was the host for the May 19, 2004 meeting. The minutes were unanimously approved.

Hosts for 2005 SAC Meetings

Janis Cripe and Anita Donaldson will host the Feb. 16th meeting at Columbus. Laurie Callen will host the March 16th meeting at a site to be determined later. Megan Strother will host the May 18th meeting at Wooster. Dave Sammons will host July 20th at Columbus. September 7th Retreat will be hosted by the Executive Committee. The annual meeting in October will be hosted by Dave Grum and Carol Poe.

Volunteers for committees: Day with the Dean – Bill Koshar and Barbara LaMoreaux – one year; Task Group for Awareness Campaign – Megan Strother, Chair, John Beardmore, Dave Grum and Carol Poe and Anita Donaldson; Shirley Brooks Jones Award – Mary Jo Williams; Dave Grum agreed to join the Marketing Committee.

“Orientation to Staff Advisory Council”

Dana Oleskiewicz, SAC Chair 2003-2004, an Extension Educator, Watershed Management, OSU Extension Center at Wooster presented a Power Point Presentation entitled “Orientation to Staff Advisory Council”. The presentation covered general information, purpose statement, Committees and Task Forces, and opportunities and benefits.

Wrap-up Our Mission in Life

It was decided to spotlight our efforts toward the development of the following promotional items in order to stimulate awareness of SAC:

- Business cards and post-it-notes containing the SAC logo and website URL
- Factsheet
- Poster

A follow up survey similar to the one done in 2004 may be circulated later in 2005.

Loose ends:

Anita attended University Advisory Council meeting a few days prior to our meeting. Items discussed were Issue 1 and the Fair Labor Standards Act. Larry Lewellen, Vice President of Human Resources, addressed the concerns surrounding the Fair Labor Standards Act, one of which is that some monthly staff may become bi-weekly once the act is in place. Steps are being implemented by OHR to work with supervisors and staff to help in the transition process. The Mansfield Campus's Staff Advisory Council is in its infancy stage. This would be a good opportunity for both our Councils to have a joint meeting since we have many of the same issues and concerns such as long distance learning and benefits.

Issue 1 was discussed. Under the Fair Labor Standards Act some people who were paid monthly will go to bi-weekly pay.

There being no more issues to discuss, Tammy Rogers moved to adjourn the meeting and Dave Grum seconded.

Submitted by,
Lois Campbell, Secretary/Treasurer