

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