

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