

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