

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