

College of Food, Agricultural, and Environmental Sciences

*Staff Advisory Council Meeting Minutes*

April 15, 2005

Videoconferencing at:

Columbus – Ag. Adm., Center at Lima – West Regional small conference room, Center at Piketon – Endeavor Center, Wooster – FOOD ANIMAL Health Research Program Building – Room 116

Present at the sites:

John Beardmore  
Lois Campbell  
Janis Cripe  
Anita Donaldson  
Kevin Duemmel

Dave Grum  
Barb LaMoreaux  
Carol Poe  
Dave Sammons  
Megan Strother

Mary Jo Williams  
Marjorie Dellinger  
Laurie Spadaro  
Bill Koshar  
Teresa Funk

Absent:

Dana Oleskiewicz,  
Karen Fedevich  
James Lawrence

Tom Shockey  
Arlene Duffey  
Todd Hicks

Tammi Rogers

Anita Donaldson, Chair, called the meeting to order at 8:30 AM.

Business Meeting

There were no corrections to the Meeting Minutes from February 16, 2004. The minutes were approved as presented. Bill Koshar motioned that the minutes be accepted and Megan Strother seconded the motion.

New Business

Laurie Spadaro has accepted a position at the Fisher College of Business. With Laurie's departure, her three positions on Council need to be filled. Teresa Funk has been appointed to fulfill the remainder of Laurie's term as representative of the OSUE Support Staff Council/Chi Epsilon Sigma through 2006. Teresa is an Office Administration Assistant for Steve Baertsche, Agriculture and Natural Resources.

Dave Sammons has stepped forward to assume Laurie's position as Communications Director.

As a representative of SAC, Laurie Spadaro served on the Vice President's Advisory Council. That position will need to be filled also. The V P Advisory Council meets twice a year, has members outside of the University and they work mainly in groups. This appointment is for three years. Anita will poll the following eligible members, whose terms expire in 2006, of their interest to serve. They are: Lois Campbell, Marjorie Dellinger, Arlene Duffey, Karen Fedevich, Tammi Rogers, Dave Sammons, Tom Shockey and Megan Strother. The names of individuals interested in serving will be taken forth to Dr. L. H. Newcomb.

## Shirley Brooks-Jones Award

Mary Jo Williams reported that things are going well with the Shirley Brooks Jones Award. However, most of the work won't start until June.

## Town Meeting

The date for the Town Meeting with President Holbrook has been changed to May 16<sup>th</sup>. Bill Koshar reported that they haven't found a location at Wooster yet, but he doesn't think that will be a problem.

Discussion was held on:

- the flyer for the Town Meeting
- how to publicize SAC's part in the Town Meeting
- sending out e-mail to publicize the event
- how to market SAC at the Town Meeting
- the possibility of having an article in OSU Today about the Town Meeting
- Megan Strother will be SAC's representative at the Wooster site
- Dave Sammons will be responsible for designing the Town Meeting flyer

## Day With The Dean

Day With the Dean will be June 10, 2005. Bill Koshar and Barbara LaMoreaux will have the DWD flyer ready by the Town Meeting.

Dialogue was held on messages to department chairs and staff to encourage them to sign up for a Day With the Dean.

## Mission: SAC

The following questions were asked and answered:

- Who are we?
  - Advisory group, within the college, representing the staff to the Dean
  - We serve staff – no faculty or students
  - We deal with issues relative to the staff
- What do we do?
  - Shirley Brooks Jones Award
  - Day with the Dean
- Why does it matter?
  - Help make the college a place where people enjoy working
  - A voice for the staff
  - It says to the staff – you matter
  - Could serve useful purpose for average staff

- What is SAC's Mission?
  - Refer back to statement of purpose
- How do we do it?
  - By doing what is stated in the SAC's Statement of Purpose
- How are we identified?
  - First let people know we exist
  - Let staff know what we are doing
  - Share with staff – Communicate
    - E-mail
    - Person to person
- What can we do?
  - Town meeting with Dr. Moser & Steve Slack
  - Do something during Staff Appreciation week
- Can we do it?
  - Yes
  - Are there questions that would interest all staff?
  - Review what has been offered and bring back a speaker that has a broad appeal.
  - Topics – find out what affects everyone.
- Can we make a difference?
  - Yes, we have and we can think of other ways we can make a difference.
  - At future meetings discuss - what should this committee be know for
- How can we be more of a part of the College/University?
  - More visibility
  - Help USAC with their projects
  - Staff Appreciation Week
  - Advertise on OSUToday
  - Work with OARDC Staff Council

Anita thanked everyone for participating and reminded us of the May meeting to be held in Wooster.

Marjorie Dellinger motioned the meeting be adjourned, Bill Koshar seconded the motion.

Submitted by,  
Lois Campbell, Secretary/Treasurer



