

College of Food, Agricultural, and Environmental Sciences

Staff Advisory Council Meeting Minutes

May 21, 2003

Present:

Rita Bowers
Laurie Ann Callan
Marjorie Dellinger
Anita Donaldson
Deb Gallagher
Bill Koshar

Peggy Lambert
Barb LaMoreaux
Susan Miller
Dana Oleskiewicz
Pat Patterson
Gabriella Pearse-Danker

Carol Poe
Dave Scardena
Regina Vann
Mary Jo Williams

Absent:

Helga Beke
Carol Bunn
Jim Karcher

Michael Kirkpatrick
Christine Nielsen
Jamie Nightingale

Chair, Pat Patterson, called the meeting to order. Pat gave an overview of the morning's agenda which included an appearance by Senior Associate Dean and Director Academic Affairs L.H. Newcomb, Ph.D. Pat introduced Dr. Newcomb.

Dr. Newcomb gave a background of SAC. It was born as a result of the program "Project Reinvent." Dr. Newcomb shared his thoughts as to the role that SAC plays. Comments from his discussion included:

- Dean Moser depends on SAC for staff issues. We have to be the voice and conscience of the staff.
- Dean Moser comes upon an issue and he might ask for us to give advice/council on that issue.
- We come upon an issue and present it to Dean Moser.
- A blending of the two (Dean Moser approaching SAC/SAC approaching Dean Moser).
- SAC can offer ideas—can be proactive and offer help to Dean Moser in seeing issues through.
- That we ask ourselves (as a group) "To what extent are SAC giving Dean Moser advice?" "Do we feel good about the advice?"
- That we bring two to four issues a year before Dean Moser. That we meet with Dean Moser face-to-face. We could meet as Executive Committee, or as a whole. No meal – no other activity planned - except to present these issues. L.H. stressed that he would assist us.
- Be as specific as possible when we present issues to Dean Moser.
- L.H. offered assistance if we receive resistance from Units in having membership in SAC. We need to keep L.H. informed of requests for new members and responses from units.
- SAC should keep on top of initiated issues and programs, but not to take them on as an operating committee. Don't let them be forgotten, but don't assume total responsibility. Prod and poke administration when necessary.

Much discussion with L.H. followed (items included):

- Rap sessions (having an effective facilitator was stressed).
- Possible declining membership due to budget situation (J. Townsend, Katie Duffy).
- Mentors/Mentoring/In take orientation/Basic Orientation.
- Revisiting Survey (coming full circle).
- Performance Evaluations/Reviews.

-How member's involvement in SAC must be on own time.

L.H. Newcomb met with SAC for approximately one hour.

Pat Patterson reported on the following individuals who were unable to make today's meeting due to family related issues: Michael Kirkpatrick – his Mother's passing and Christine Nielsen – her Son's birth.

Pat Patterson asked the Council if there were any changes to the March 2003 Meeting Minutes. There being none, Regina Vann moved to approve the Minutes.

Pat Patterson informed the members that she gave the latest SAC member listing to enVision editor and encouraged to have SAC members profiled.

Pat Patterson asked Deb Gallagher for an update on the SAC Retreat. Deb reported that she and Jim Karcher had decided to wait until after today's meeting to make plans. They wanted to hear L.H.'s presentation and possibly gain ideas from his discussion. Deb said that she will get with Jim and they will discuss ideas. Much discussion followed regarding possible items for the Retreat. An orientation for new members was suggested. Members also preferred a working retreat as opposed to having someone come in to lead a training program.

Pat Patterson solicited Anita Donaldson to be the individual who would remind Carol Poe when to begin working on the Shirley Brooks-Jones Award process. This was not formally voted.

Carol Poe addressed the members regarding the Annual Meeting. To date, Carol has met with a representative from the Blackwell and has many other options in the works. Carol gave a detailed report and will continue to work on the Annual Meeting.

During lunch, Task Force Chairs gave updates.

--Distance Issues: Peggy Lambert reported. Of note, summary/report has been written and Peggy is reviewing draft document.

--Career Advancement: Task Force Chair Gabriella Pearse-Danker reported. Of note, Gabriella distributed their draft report and asked for comments by the end of June.

--Balancing Work & Family: Task Force Chair Bill Koshar reported. No new action.

--Esprit de Corps: Task Force Chair Deb Gallagher reported. No new action.

Pat Patterson asked Vice Chair and Nominations Committee Chair, Dana Oleskiewicz to select a Nominations Committee. The committee members are: Chair, Dana Oleskiewicz, Gabriella Pearse-Danker, and Barb LaMoreaux. Dana will distribute an e-mail to all SAC members with instructions on nominating someone/nominating procedure, etc.

Dana Oleskiewicz offered to create a PowerPoint presentation to be used for orientation purposes. She requested text for the presentation be forwarded to her. The SAC members gladly accepted Dana's generous offer.

Dana Oleskiewicz recommended that Secretary/Treasurer, Bill Koshar, send L.H. Newcomb a "thank you" letter on behalf of SAC.

There being no more issues to discuss, Dana Oleskiewicz moved to adjourn the meeting.

Respectfully submitted,
Bill Koshar, Secretary/Treasurer