

Staff Advisory Council Meeting Minutes

November 20, 2002

Present:

Rita Bowers
Carol Bunn
Laurie Ann Callan
Marjorie Dellinger
Katie Duffy
Deb Gallagher
Jim Karcher

Michael Kirkpatrick
Bill Koshar
Peggy Lambert
Susan Miller
Christine Nielsen
Jamie Nightingale
Dana Oleskiewicz

Pat Patterson
Gabriella Pearse-Danker
Carol Poe
Dave Scardena
Regina Vann
Mary Jo Williams

Absent:

Helga Beke
Anita Donaldson

Barb LaMoreaux
Julie Townsend

Chair, Pat Patterson, called the meeting to order. In opening comments, Pat and Carol Poe updated the Council on Dr. Newcomb's medical situation. Carol asked the Council to keep Dr. Newcomb in our prayers. Dr. Newcomb received a card from the Council; Carol recommends that cards be sent to his home address.

Jim Karcher moved to approve the minutes of the September 11 Council meeting.

Pat Patterson distributed the latest "List of Staff Advisory Members." Pat emphasized the need to list the Units being represented, which were established by Dean Moser.

As the Team-Building, Ice Breaker exercise each Council Member introduced themselves, and gave what sustains them (in their work) and what frustrates them (in their work).

Dave Scardena, Communications Director, updated the Council on the communications efforts of the Council. He is seeking individuals who would be interested in writing for enVision. Dave mentioned that Dave Lohnes, Communications & Technology, is willing to work with the Council and make any changes to our web site. Dana Oleskiewicz asked if Dave was seeking specific topics for the publication. Dave gave an overview of topics that have our involvement. Regina Vann confirmed that an article on the Shirley Brooks-Jones Award was written.

Michael Kirkpatrick was introduced as Sandra Kuhn's replacement. Michael is a Systems Specialist with Natural Resources – Columbus Campus. Michael will be on the Council until 2003. Pat Patterson also took this opportunity to review other Councils and terms involved.

Members involved in the mentoring program gave an overview of their experience. These overviews were given by the mentors themselves and those being mentored. Many positive comments were shared. Discussion was held on how Mentors and their protégés could be picked. It was decided to continue with this program.

Pat Patterson led discussion on soliciting hosts for upcoming meetings. Pat reminded the group that by hosting a meeting, this did not necessarily mean covering the costs for refreshments and lunches. Options are ordering and individuals pay for their own or

brown bag lunches. Upcoming Council meetings will be discussed at the February meeting.

Pat Patterson gave an overview on how interested Council Members could volunteer to serve on the VP Advisory Council. This would be a three-year term, and only new members to SAC would be eligible. The next VP Advisory Council meeting will be in February. Jim Karcher led the discussion of a typical meeting with input from Christine Nielsen and Gabriella Pearse-Danker. Pat Patterson informed the group that she would generate an e-mail message with an overview of the VP Advisory Council and what would be expected (term, number of meetings) and instructions that individuals interested to serve on the VP Advisory Council to reply to her email. Pat, in turn, will send a ballot to all SAC members for a vote. Carol Poe recommended that members with further questions could contact Marilyn Trefz.

Regina Vann gave the Council an update of the "Day with The Dean" project. Regina distributed the proposed process to the group. It was agreed to add under "Criteria for Selection" that a staff member must have over 50% appointment. Deb Gallagher moved to place the responsibility of the program with the Communications Director. January 1, 2003 is the target date for the initial announcement.

Pat Patterson asked for updates on the open Task Forces. Christine Nielsen gave the review for Distance Issues. Laurie Ann Callan and Jamie Nightingale volunteered to serve on this Task Force. Gabriella Pearse-Danker gave the review for Career Advancement. Bill Koshar gave the review for Balancing Work & Family. Pat Patterson gave the review for Espirit de Corps. New Chairs were announced: Peggy Lambert – Distance Issues, Gabriella Pearse-Danker – Career Advancement, Bill Koshar – Balancing Work & Family, and Deb Gallagher – Espirit de Corps. After much discussion, it was agreed that Deb Gallagher distribute an earlier e-mail message regarding Task Forces, their members, and issues covered. In addition, it was agreed that Pat Patterson would send an e-mail message to all Council members with current Task Force (open) Chairs and members, along with an opportunity for members to volunteer to server on a Task Force. To join a Task Force, members were asked to contact the Chair. Deb reminded the Council 1) that all members are to serve on a Task Force, and 2) that all communications regarding Task Force issues be copied to Dana Oleskiewicz – Vice Chair of the Council. Susan Miller asked if Pat Patterson would write a letter soliciting the assistance of an outside party to assist with a Task Force; Pat agreed.

Pat Patterson led discussion regarding the possibility of holding open forums at Staff Advisory Council Meetings. After much discussion, no final conclusion was made.

Transportation Coordinators were appointed: Rita Bowers for Columbus and Mary Jo Williams for Wooster.

Deb Gallagher moved to adjourn the meeting.

Respectfully submitted,
Bill Koshar, Secretary/Treasurer