

**College of Food, Agricultural, and Environmental Sciences
Staff Advisory Council Minutes
February 20, 2002 - Columbus OH**

Present:

Helga Beke	Rita Bowers	Carol Bunn
Janice DiCarolis	Marjorie Dellinger	Deb Gallagher
Becky Hooper	Jim Karcher	Mabel Kirchner
Sandra Kuhn	Peggy Lambert	Barb LaMoreaux
Kathy Mohler	Christine Nielsen	Pat Patterson
Carol Poe	Mary Reedy	Dave Scardena
Regina Vann	Rebecca Wheelersburg	

Absent: Cindy Crawford Bill Koshar Dana Oleskiewicz
 Gabriella Pearse-Danker Michelle Spillan

1. Debra Gallagher called the meeting to order. Members introduced themselves as we have several new members. Becky Hooper moved to accept the November meeting minutes, and Janice DiCarolis seconded the motion.
2. Future meeting dates and locations were discussed. The March 20 meeting will be held in OARDC Administration Building with Christine Nielsen hosting. The June meeting has been scheduled for Friday, June 21, at OARDC; the September 11 meeting is tentatively scheduled as our retreat at Piketon; and the Annual Meeting will be held on Friday, October 18 with a Columbus location yet to be determined. The May 15 meeting is still being fine-tuned. A revised schedule will be sent out with more details.
3. The election results for the VP Advisory Council were presented. Christine Nielsen will serve until October 2003, Jim Karcher will serve until October 2002, and Gabriella Pearse-Danker will serve until October 2004.
4. Carol Poe volunteered space for storage and archiving of committee documents. It was suggested that the surveys should be destroyed as the data has been recorded.
5. The Hidden Benefits Fair is scheduled for April 11 at OARDC. The Wooster committee members will work with Janice DiCarolis on our display. Janice is looking into updating and redesigning our display. She requested any ideas and suggestions be emailed to her.
6. The issue of messages on the listserv was discussed. Janice has been working on updating the list, and will limit messages. She will also screen requests and information as to appropriateness for the listserv.
7. "Letter to Moser." Cathy Mohler and her committee met several times. They compiled 100

pages of information which was divided into sections according to the topic. Cathy distributed the 21-page summary to the committee. Cathy then described how this document was developed. We discussed how the information should be presented to college administration. There is a lot of information specific to certain areas, with potential task force formation. We reviewed the information over the lunch break and selected items that would serve as building blocks for individual Task Forces.

8. Janice distributed the Communications Task Force final report. This task force determined there is a need for clear communication in the College and its various departments particularly in light of the current budget situation.
9. The Technology Transfer issue as raised by Susan Sommers was discussed. Deb Gallagher suggested the Council place the link listed in Susan's document on our website. Links to other Human Resource issues could also be added. Janice will be researching other information on other links. The Council will be communicating with Susan.
10. USAC Benefits Update Report. Deb reviewed the reports that were distributed via email to members.
11. Barb LaMoreaux announced that March 1 is the deadline for the OSU Family Scholarship.
12. Discussion on Communications Report. Regina Vann made some suggestions for changes. Deb Gallagher asked for a motion to accept report with changes, Regina moved to accept with changes, and the motion was seconded by Barb LaMoreaux.
13. Dr. Gary Mullins, Director of the School of Natural Resources, welcomed us during the lunch break. We thanked him and Pat Patterson for providing lunch and refreshments. He described the School and his leadership and motivational style which is team-driven. He thanked our committee for our efforts and accomplishments.
14. Four new Task Forces were formed using the "Letter to Moser." The Task Forces and members are as follows:
 - (1) Distance Issues - Sandra Kuhn, Janice DiCarolis, Christine Nielsen, Mabel Kirchner, and Peggy Lambert.
 - (2) Espirit de Corps - Jim Karcher, Barb LaMoreaux, Regina Vann, Pat Patterson, and Rebecca Wheelersburg.
 - (3) Balancing Work & Family - Helga Beke, Bill Koshar, and Carol Poe.
 - (4) Promotion Opportunities/Career Advancement - Carol Bunn, Rita Bowers, Becky Hooper, Dave Scardena, Mary Reedy, and Marjorie Dellinger.

15. Rebecca Wheelersburg moved to adjourn the meeting and motion was seconded by Carol Bunn.

Respectfully submitted,
Rita Bowers, Secretary/Treasurer