

College of Food, Agricultural & Environmental Science
Staff Advisory Council Minutes
June 19, 2002

<u>Present:</u>	Helga Beke	Kathy Mohler
	Rita Bowers	Christine Nielsen
	Marjorie Dellinger	Dana Oleskiewicz
	Janice DiCarolis	Pat Patterson
	Deb Gallagher	Gabriella Pearse-Danker
	Becky Hooper	Carol Poe
	Jim Karcher	Suzanne Sommers
	Bill Koshar	Regina Vann
	Peggy Lambert	Rebecca Wheelersburg
	Barbara LaMoreaux	

<u>Absent:</u>	Carol Bunn	Sandra Kuhn
	Cindy Crawford	Dave Scardena
	Mabel Kirchner	Michelle Spillan

1. Deb Gallagher called the meeting to order. The meeting was held in the Research Services Building on the OARDC Campus in Wooster, Ohio, and arrangements were coordinated by Peggy Lambert. Thank you to Peggy and her colleagues for being our hosts.
2. The minutes of the May 15 meeting had been distributed earlier to members via email. Jim Karcher moved we accept the minutes with minor changes, and seconded by Bill Koshar.
3. Deb distributed copies of the letter from Dr. Moser responding to the Staff Council Communication Recommendations regarding improving communication within the College. Kathy Mohler distributed copies of the letter to Dr. Moser that addressed recommendations made in Part 3 of the Questionnaire. This part of the questionnaire asked staff for the three items they felt were most important for Dr. Moser to consider as he works to strengthen the quality of work life for college staff members.

Deb asked if any member had also received a follow up from their department regarding their individual performance review. Departments may request feedback but at this point it seems to be optional. Carol Poe suggested sending out examples to other departments. Christine Nielsen reported that it is done at OARDC through the HR office. The Extension Office does not require feedback from the performance review. Deb discussed the form her department is using. She requested that Janice send out an email to find the number of employees who have been evaluated. This information could possibly be reviewed by Dr. Newcomb to possibly forward to Lori Weber for her action.

4. Membership Concerns. Deb suggested a mentor system for new Staff Council members to help them get acquainted with the council history, membership, and task force dynamics. Deb reviewed with Council the process of new member selection. Regina Vann suggested that Dr. Moser send a letter to new members with Council information, and also an acknowledgement with a certificate to those leaving the Council.
5. Pat Patterson requested names of three people to volunteer for the nominating committee. She distributed a Officer Duties handout. Those with a term expiring in 2004 are eligible to serve as officers on the Executive Committee. The Council will vote in September for new officers. Carol Poe, Kathy Mohler, and Barb LaMoreaux volunteered to serve as the nominating committee. The nominating committee will also handle finding a replacement for Cindy Crawford on the Vice President's Council. The Council discussed the roles of the different staff councils at the university and their interaction with USAC. It was agreed that we should strive to work more closely with USAC in the future as we have a lot of common issues.
6. The Task Forces broke out and met individually to work on their reports.
7. Carol Poe indicated that Dr. Newcomb needs some guidance with the Day-with-the-Dean award. The announcement will be placed on the Listserve. Regina will coordinate the information with Carol.

Regarding the Shirley Brooks-Jones award, Gabriella Pearse-Danker added the additional statement that staff must have a 50% appointment to be eligible for nomination. The nominating committee will be chaired by Regina Vann with other members Nancy Masterson, Carol Poe, Terri Cory, and Shelly Whitworth. The nominations will be due back by August 30. The nominating information will be sent out only during the summer.

8. Deb distributed copies of the USAC Work/Life Survey Results. This was compiled from a web survey the previous summe and some of our members recall responding to the survey.
9. Task Force Reports.

Professional Development (Gabriella). The task force report referenced the university Work/Life Study. Their findings focus on the same conclusions. The final report will be presented at the September meeting. She requested any suggestions or comments. Deb suggested a cover letter to accompany final reports.

Distance Issues (Janice DiCarolis). The committee will continue meeting and discussing issues.

Espirit de Corps (Pat Patterson). The task force will continue to communicate.

Work & Family (Bill Koshar). The task force is still working on their final report.

10. The next meeting will be the retreat on September 11 at Piketon with the new members attending. Deb would appreciate new project ideas. The annual meeting will be on Friday, October 18 with new officers and award presentations, and introductions of new members. (Location yet to be determined)
11. Janice DiCarolis moved to adjourn the meeting, and Kathy Mohler seconded the motion.

Respectfully submitted,
Rita Bowers, Secretary/Treasurer