

Staff Advisory Council Meeting Minutes

February 18, 2004

Administration Building

OARDC Wooster Campus

Hosted by: Dana Oleskiewicz

Present:

Helga Beke
Rita Bowers
Laurie Ann Callan
Marjorie Dellinger
Anita Donaldson
Karen Fedevich

Dave Grum
Bill Koshar
Peggy Lambert
Barb LaMoreaux
Dana Oleskiewicz
Pat Patterson

Carol Poe
Dave Sammons
Dave Scardena
Tom Shockey
Megan Strother
Mary Jo Williams

Absent:

Lois Campbell
Arlene Duffey

Susan Miller
Gabiella Pearse-Danker

Opening Exercises

Dana Oleskiewicz, Chair, introduced Marilyn Trefz, Assistant Dean-Organizational Development, to lead a discussion on SAC purpose and planning. Marilyn gave a review of her background (involved with Project Re-Invent, 27 years with The Ohio State University—most of which time has been spent with the College, in addition time with 4-H and extension appointments, and Home Economics and Ag Ed). The exercise included individual, one-on-one (listening and speaking exercise), and group discussion. Marilyn's handouts included SAC Statement of Purpose and the College Statement of Purpose. Due to a prior engagement, Marilyn could not finish the discussion with the group; Dana finished the exercise.

After breaking for lunch, Dana Oleskiewicz called the Meeting to Order. Dana asked that all present introduce themselves and give a brief background on their role with SAC.

Dana gave the group an overview of the meeting and what would be discussed.

General Announcements

Approve Meeting Minutes from November 19, 2003: There being no corrections, the minutes were approved as presented. Dave Sammons motioned to approve the minutes, Dave Scardena seconded.

Membership Updates: Dana introduced the newest member to SAC—Tammi Rogers. Dana asked for someone to mentor Tammi; Marjorie Dellinger accepted.

Calendar of Events/Tasks: Dana led discussion on what to add to our calendar of events/tasks. ListServ update and the issue of "Welcome Letters" will be added. In

addition, reminding Administrators to give performance appraisal reviews and one-on-one meeting with L.H. and Dean Moser will be added.

Mentoring Program: Dana asked if anyone being mentored had questions; if mentors had questions or questions in general. No comments or questions were posed.

Transportation Coordinators: Dana announced that Mary Jo Williams and Rita Rowers are transportation coordinators for Wooster Campus and Columbus Campus, respectively. Carol Poe offered to be transportation coordinator for Columbus next term.

V.P. Advisory Council: Dana asked that Laurie Ann Callan give an overview of the Council's meeting. Laurie reported that the Council met on Tuesday, February 17, 2004 and that it was her first meeting. The main topic of the meeting was in what direction does the college take regarding the renovations. The Council members met in break-out sessions and forwarded their recommendations to Dean Moser. August 17, 2004 is the date for the next V.P. Advisory Council meeting. Laurie reviewed how meetings are conducted, etc.

Guiding Coalition: Dana gave a review of the Guiding Coalition and Bill Koshar, Secretary/Treasurer, gave the group a review of the first meeting. Dean Moser charged the Guiding Coalition with assisting in creating the next, six year College goals. Bill reviewed how meetings are conducted, etc.

Distance Issues Task Force: Peggy Lambert gave a review of the task force and reported that the group was scheduled to meet after today's meeting.

Council Tasks

Shirley-Brooks Jones Award: Dana reported that Susan Miller will be Chair of the Shirley-Brooks Jones Award. In this position, Susan will be charged with reminding L.H.'s office to begin the process. In addition, Susan will be charged with seeing that all facets of the process are being performed. Dave Scardena will assist Susan where needed. Bill Koshar will see that Susan Miller receives all information on the Award.

Day with the Dean: Dave Scardena reviewed this event. Pat Patterson, Past Chair, offered suggestions that we review dates and possible events with Dean Moser. Dave offered to do this and will report back to SAC.

Webpage: Discussion was held regarding the SAC webpage/website. After much discussion, Dana asked for volunteers to review the SAC webpage/website and offer comments/updates/changes. These comments are to be sent to Dana via e-mail. SAC members to review are: Dave Grum, Dave Sammons, and Tammi Rogers.

Listserv: As discussed earlier, this item will be added to the timeline. This item will be added to the responsibility of the Communications Director. Dana spoke with Harry Laufman, Systems Manager-Communications & Technology, and he will assist SAC on establishing and maintaining a Listserv. Criteria selected: A&P, Civil Service, Part-time, and Administration – Department Chairs. It was decided to review the Listserv on a quarterly basis. Dave Scardena will take the charge in working with Harry.

Discussion Items

Task Forces: After much discussion it was decided to wait until the summer to form new task forces. This will give SAC time to gain identity and review where SAC stands. In addition, survey results will be reviewed by then. Dave Grum suggested that when Dean Moser meets with SAC, we can discuss this topic.

Issues/questions to present to Dr. Moser: It was decided to present the following items: Day with the Dean, Task Forces, Indicators of Success (is SAC in-line with current IoS?) and how SAC can help, Budget Reduction (and possible ramifications to SAC), SAC's overall communication within the college, possibility of rap sessions, SAC's contributions to college admissions/standards viability. It was brought-up that these questions be forwarded to Dean Moser prior to the meeting.

Articles in enVision: Laurie Ann Callan reported on the two articles that she forwarded to Jennifer Kiko (Day with the Dean, Shirley Brooks-Jones Citizenship Award). Laurie remembers seeing the Day with the Dean article, but not the Shirley Brooks-Jones Citizenship Award article. Laurie will take the lead in submitting additional articles to Jennifer; Bill Koshar offered assistance as needed.

Staff Survey: After much discussion, it was decided that Dana will review Staff Survey materials (provided by Marjorie Dellinger), select particular material and have Bill Koshar distribute to all SAC members to review and discuss at March meeting.

Interface with other Councils/open forums: Anita distributed, from the USAC website, a listing of local staff councils. It was stressed that each council must contact USAC to have their council advertised on this listing. Brief discussion was held regarding how SAC could interface with other councils. Dana will forward to all SAC members the announcement of USAC's Spring Retreat; the first two SAC members to respond to attend will be offered the opportunity.

Anita Donaldson distributed information on the Mediation Pilot Program. Anita gave a brief overview of this program and recommended that SAC members take advantage of the program.

SAC flyers: Dana discussed that SAC could use an updated flyer. After some discussion it was decided that a committee be formed. Anita Donaldson, Dave Scardena, Dave Grum (Chair), Mary Jo Williams, and Helga Beke. It was recommended that this group meet once before the March meeting. The group was encouraged to submit verbiage, layouts, and different media for the SAC flyer.

Next meeting: The next meeting will be held on the Columbus campus, Room 105 – Ag. Admin. Marjorie Dellinger will be the host.

Dana wanted to discuss the July meeting, being held at the Stone Lab. After much discussion, it was decided that the Stone Lab would provide lunch (approximately \$8.75/ea.), SAC executive committee would provide refreshments and snacks, and that we would begin the meeting between 10-11:00A. Laurie Ann Callan will provide an update at the March meeting.

Barb LaMoreaux reminded the group that Campus Campaign Kick-Off would be held March 17 on the Wooster Campus. Dana asked for members, who could not make the March 17 meeting due to involvement in the Kick-off, to identify themselves.

Meeting Overview/Evaluation: Dana led discussion to review the meeting and asked the group for input.

There being no more issues to discuss, Megan Strother moved to adjourn the meeting and Barb LaMoreaux seconded.

Respectfully submitted,
Bill Koshar, Secretary/Treasurer