

OARDC Staff Annual Meeting Minutes
Thursday October 23, 2008
10:00am
Fisher North Exhibit Area

“The mission of OARDC Staff Council is to enhance the working environment of the OARDC community by facilitating communication between staff and administration, and by promoting opportunities for staff advancement and recognition.”

Welcome and Introduction

Mike Kauffman invited everyone to watch the slideshow presentation of 2008 Staff Council events and thanked Laura Chapin for putting the presentation together.

Mike called the meeting to order. The goals of this meeting are to act on any official business, review the past year’s activities, ask staff for areas of concern or interest, learn about other departmental activities through speakers, and provide another opportunity to visit with fellow employees. The 2007-2008 staff council members and officers were introduced: Dave Drake; Bryant Chambers; Cindy Coy; Mike Kauffman, chair; Laura Chapin, secretary; Loren Harper; Kelly King, chair-elect; Jenny Moyseenko, treasurer; Diane Hartzler; Betty Aylsworth; Kim Brown; and ex officio members Eileen Kieffaber, Kristen Willie, Candace Pollack.

Minutes The minutes from 2007 Annual Meeting were made available by Laura Chapin, and everyone present was given time to review them. Laura Raubenolt moved to approve the minutes, April Martin seconded the motion, and the minutes were approved.

Treasurer’s report Loren Harper reported that the Treasurer’s audit was conducted on Oct 20 and all the books were in balance. The audit was sent to Dr. Slack for approval. Current balance is \$2294.98 with \$104.15 in outstanding invoices. Karen Dodrill moved to accept the treasurer’s report, April Martin seconded the motion, and the report was accepted.

USAC – University Staff Advisory Committee April Martin presented the mission of USAC and encouraged those that are interested to apply to be a part of this organization. April stated that one main benefit of being on USAC is that University Administration presents potential policies to USAC for review and comment before they become active policies.

CFAES SAC – College of Food, Agriculture, and Environmental Sciences Staff Advisory Council Dave Drake presented this year’s activities coordinated by the college SAC, including Staff Appreciation Day, Day with the Dean, Shirley Brookes Jones award, and meeting with Dr. Moser about the Strategic Plan. This is the first year the College SAC was granted a budget.

OARDC Staff Council Annual Report Mike presented the 2008 Annual Report:

Improved Communication

- Sponsored the annual Staff Forum with Dr. Martin, Dr. Slack and Dr. Nemeth. Included ATI staff and streamlined the session so outlying branches could participate.
- Maintained a Staff Council website at <http://www.oardc.ohio-state.edu/staffcouncil/> where information concerning current notices, council members, bylaws, newsletters, etc. was made available.
- Staff Council chairman attended monthly Administrative Cabinet meetings
- Staff Council chairman met with Dr. Benfield on a monthly basis
- Collaborated with ATI Staff Council in campus related issues and meetings.
- 7 monthly staff council meetings throughout the past year (well attended!)
- Publication of the bi-monthly OARDC Newsletter. Laura Chapin presented on the status of the newsletter and encouraged all to become involved.
- Sponsored "Day with the Staff" activity to promote administration and staff interaction and communication. Betty Aylsworth gave an overview of the program and encouraged interested employees to participate next year. This year Dr. Moser worked with Ann Chanon (HCS), Dr. Slack worked alongside Eileen Ramsay (HCS), Dr. Benfield assisted Laura Harpster (FAHRP), and Terry Snoddy spent time with Bill Theibert (Research Operations). Eileen Ramsay gave an overview of her time with Dr. Slack and agreed with Betty that the program is worthwhile.

Staff support and organized events

- Sponsorship of Red Cross Blood Drives
- Continued coordination of recycling efforts on the Wooster campus
- Coordinated OARDC logo merchandise sales throughout the year
- In conjunction with ATI Staff Council, conducted a Wooster campus exercise opportunity survey. Kelly King reported the survey results have been compiled and sent to Dr. Benfield for review. Dr. Benfield and Rhonda Billman will meet to discuss the results
- Organized and conducted Winter Picnic activity including sack lunches, ice cream and fun interactive games
- Organized and conducted OARDC Summer FunFest which included lunch, bingo jar guessing contest, JELL-O eating contest, horse shoes, corn hole, departmental Tug of War contest, soccer and prizes donated by departments and local businesses. Jenny Moyseenko reported on the FunFest activities and winners.
- Facilitated OARDC Annual Meeting 5K Run/Walk
- Spring Staff Forum and breakout sessions
- OARDC Staff Annual Meeting
- Candy bar sale to generate revenue for staff council sponsored events
- Monthly paper and food drives

Continuing projects concerning work related issues

- Continue to pursue physical fitness and exercise opportunities for OARDC employees
- Explore collaborative efforts with ATI Staff Council on issues concerning staff at both campuses
- Support of the "Scarlet, Gray and Green Day"
- Safety signage at Oil City Road and US 250
- New recycling opportunities

Staff comments, concerns, and interests Note cards and pencils were passed out and Mike encouraged everyone present to write down any comments they have for Staff Council including staff-related concerns or interests. Staff Council members will address these comments at the upcoming meetings. Mike noted that many of the comments that have come from staff at either previous Annual Meetings or Forums, have been taken to Administration with positive outcomes.

Staff Council 20th Anniversary In celebration, an anniversary cake was made and will be enjoyed at the United Way kickoff event immediately following this meeting. Mike introduced Carol Jamison, a member of the first council. Carol presented on the history of Staff Council and how and why it was started. Bryant Chambers presented an overview of accomplishments achieved by Staff Council over the past 20 years. Mike recognized all past members of Staff Council and opened the floor for them to share memories of their experienced on Council.

Introduction of 2008-2009 council members Betty Aylsworth, at large; Joe Cochran, at large; Matt DeVore, Computing & Statistical Services, Library, Communications & Technology (District 2); Patrick Pierquet, Horticulture & Crop Sciences, FAB Engineering, School of Environmental & Natural Resources (District 5).

Introduction of 2008-2009 council officers Kelly King, chair; Susan Dimit, chair-elect; Laura Chapin, secretary; Loren Harper, treasurer.

Recognition of outgoing members Kim Brown, Diane Hartzler, Jenny Moyseenko

Recognition of outgoing officers Special recognition of Mike Kauffman for being an outstanding chair of Staff Council over the last 2 years.

Adjourn Mike invited everyone to attend the United Way kickoff event immediately following the meeting, and he invited Kelly King to ask for the motion to adjourn the meeting as the new Staff Council chair. Loren Harper moved to adjourn the meeting, Laura Raubenolt seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Laura Chapin, secretary