

OARDC Staff Council Meeting
Meeting House
April 9, 2009

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

Present: Kelly King, Bryant Chambers, Cindy Coy, Joe Cochran, Laura Chapin, Eileen Kieffaber, Matt DeVore, Mike Kauffman, Betty Aylsworth, Susan Dimit, Laurel Leedy, Patrick Pierquet
Absent: Kristen Willie, Candace Pollack, Dave Drake

Kelly called the meeting to order.

Minutes

Laura Chapin presented the minutes from the last meeting as they were distributed and commented on via email. Betty moved to approve the minutes, Susan seconded the motion, and the minutes were approved.

Development Committee

Susan presented for the Development Committee. Susan presented a breakdown of Staff Council expenditures and income from 2008; this file will be distributed via email to the Council. The newspaper recycling drive generated \$106.67 this past year. At the April 8 Health and Wellness Fair, we sold OARDC merchandise. We did not sell much at all. It did inform attendees that Staff Council sells goods available in the Research Services Lobby. Bryant reported on the 5K fun run/walk that took place during the Health and Wellness Fair: there were approximately 48 participants; there was one comment that there should be a biking event as well. The Council agreed that the 5K should become a yearly Staff Council sponsored event. This will allow Staff Council to properly plan this event. This will become a responsibility of the Development Committee. The Council can discuss details of how this event can be carried out next year. More candy bars need to be ordered and the question was posed if we should try a different company. Joe moved to order from Harry London again; we have had some quality control issues in the past, but the company has compensated us for these errors. Also, these are still the best candy bars to sell for our purposes. Bryant seconded the motion, and the decision was approved by the Council. It was suggested that we also make dark chocolate bars available. Laura will check on prices of buying dark chocolate bars in bulk from Sam's Club or Friendly's Wholesale.

Administration Committee

Betty presented for the Administration Committee. Betty and Mike have been working on the archives. They are now arranged chronologically and there is a detailed list attached to the file folders of what needs to be included each year. Betty, as convener of the Administration committee, will make a notebook for this year. Betty asked Council to send her: minutes, treasurer reports, standing committee reports for Oct '08-present. USAC stressed to our Council a couple years ago that paper copies that document all of our Council's actions is very important, including standing committees; electronic archives are not sufficient. Patrick will send out an email asking for nominations for next year's Council. Council reviewed what members are eligible for the offices. The refrigerator and privacy screen for the Maternity Support Program will be kept in the Director's Office conference room. Requests will go through the chair of the Administration Committee. Dave Drake will deliver items to the requestor.

Communications Committee

Laura presented for the Communications Committee. The results from the Exercise survey have been posted on the Staff Council webpage. The Spring 2009 Staff Council newsletter issue is complete; an email will be sent to the campus and paper copies will be sent to Council members that represent districts. Members should distribute these paper copies to all the departments in the districts. Mike will write thank you notes to the Staff Forum Speakers (Dr. Benfield, Dr. Ravlin, and John Ott). Kelly will make sure ATI Staff Council will send a thank you note to Dr. Nameth. Now that the operation of the Maternity Support Program has been finalized, an email notice can be sent out reminding OARDC employees of this program.

Unfinished business

Scarlet, Gray, and Green Fair update

Laura presented on the WCSGGF. Staff Council will have a booth again this year featuring the OARDC Recycling Program and general ways everyone can Reduce, Reuse, and Recycle. This year, our booth is inside. Volunteers are needed to fill 1-hour time slots from 11:30-6:00. An email will be sent to Council asking for volunteers.

ATI/OARDC Staff Forum

Approximately 100-120 people attended the forum, with a good number from ATI. Laura did record some notes and these will be typed up and submitted to the Council. The Council agreed that Fisher South Exhibit Area was a good location for this event. CommTech was set up to record this event so it could be posted on our OARDC Centernet. Unfortunately, there was an equipment malfunction and the Forum was not recorded in its entirety. Eileen suggested informing Mary Jo Williams, Candace Pollack, and Marsha Amlin that DVDs are available of portions of the Forum. They can then notify Council if any OARDC employee at branch locations would like to view the DVD; Matt will contact these people. During the Q&A session with Dr. Benfield, there was a question regarding the years of service required to be eligible for the OARDC Excellence Award; and Dr. Benfield charged Staff Council with reevaluation of this criteria. Eileen informed Council that this issue should go back to the OARDC Outstanding Staff Committee. Research in the committee archives this award began in 1990 with a 5 years of service criteria; in 1992 the committee requested this to be increased to 8 years, however, the letter to the Director supporting this request was not clear as to reasoning behind this change. The OSU Outstanding Staff Award requires 5 years of service for eligibility; the Shirley Jones Brooks Award has no service year eligibility. Council agreed that there should be a requirement of 5 year of service eligibility to make the OARDC award consistent with the OSU award. Eileen will take this recommendation to the Outstanding Staff Committee of OARDC.

New Business

FunFest Date

Council will try to schedule FunFest and Day with the Staff on the same day during Staff Appreciation Week, August 17-21. Kelly will talk with Shelley to get the schedule worked out for these events. Drs. Moser and Slack mentioned last year that we should include ATI with FunFest. Kelly will ask Sarah Elvey if ATI would like to participate in FunFest and if Dr. Nameth would like to participate in Day with the Staff.

OARDC Farmer's Market

Megan Shoenfelt contacted Laura about the possibility of partnering with Staff Council for various events during the new OARDC Farmer's Market. Megan is envisioning this to become an opportunity for

campus-wide social events. Megan did not have any specific ideas since this is the first year of the Market, but she anticipates more programming ideas to develop over this year. Laura will ask Megan to present Council with any specific ideas she may have the Council will consider them then. The market will take place in Fisher Parking Lot between the Gourley Greenhouse Complex and Research Services. Megan will contact Wayne County Recycling directly to make sure pickups will not be scheduled during Market times.

Administrative meeting

There were no meetings this month.

Next meeting date

May 14, 1:00pm, Meeting House

Adjourn

Laura moved that the meeting be adjourned, Matt seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Laura Chapin, secretary