

OARDC Staff Council Meeting
December 5, 2007 - 1:00 pm
OARDC Meeting House

Present: Betty Aylsworth, Cindy Coy, Susan Dimit, Dave Drake, Diane Hartzler, Mike Kauffman, Kelly King, Jenny Moysenko

Absent: Laura Chapin, Maurico Espinoza, Loren Harper, Eileen Kieffaber, Lisa Miller, Kristen Willie

Mike called the meeting to order and welcomed new members Betty Aylsworth and Diane Hartzler, who are filling 1 year at-large positions created when positions representing Columbus and outlying branches were eliminated.

Approval Annual Meeting minutes was tabled until Laura Chapin returns from maternity leave. Jenny will take minutes for this meeting and distribute via email.

Jenny gave the Treasurer's Report. Current balance is \$806.84. There are outstanding bills for clothing sale due to ExpertTs – Susan will check on this. Jenny also reviewed information on making purchases for Staff Council (submit for reimbursement, but give copy to Jenny ASAP for Treasurer's records) and submitting candy sale money to Susan. Mike stated that the Director's office would like an idea of Staff Council's yearly expenditures, even though we have no formal budget, and presented a list for review:

2008 Budget items:

Staff Council outgoing and incoming dinner (October) - \$250.00

Staff Forum refreshments- \$50.00

Newsletter printing cost- \$180.00

Summer Funfest prizes- \$50.00

No other items were added.

Standing Committee reports:

Development: Kelly provided a report of the committee's November 7 meeting.

- 1) Candy sales - Dave said only 2 boxes of candy have been picked up since the new shipment. Jenny will tally profits since the sale began. Susan will monitor funds that come in to be sure we are not short.
- 2) Clothing/mug sales - Plans are finished for the Christmas clothing sale, flyers are ready to distribute, and orders need to be in by December 13 for delivery by December 20. Extra clothing will be purchased for continued sales at Research Services. The committee learned that we cannot sell wine, so wineglass sales are tabled. A shipment of 144 mugs has been ordered, with half to be sold to the Director's office.
- 3) Exercise options – Diane spoke to Kathy at the ATI Student Activities Center, who said it is run for the students, with OARDC staff use being a privilege, so additional hours are not a possibility. Diane suggested talking to Rhonda Billman. The committee is looking into other facilities. Mike, Kelly and Diane

will try to meet with ATI Staff Council to work on this issue, make a proposal, and present it to administration.

- 4) Food drive – The drive has been started and will end December 18. Another email will go out.

Communications: There was no committee report due to Laura's leave. The next issue of the newsletter will be tabled until she returns. A suggestion was made to include a survey or feature on "What do staff want for Christmas" in a future issue. Mike asked if the website had been updated recently, and Jenny said that Laura had been doing updates before she left. Jenny mentioned that she contacted Kim Brown of Comm Tech, and she is still willing to help with the newsletter in the future.

Administration: The committee has not met since Jenny was the only official member.

- 1) Change in Bylaws passed at the Annual Meeting has been approved by Dr. Benfield.
- 2) Two at large members have been added (Betty and Diane) to fill 1-year terms. When these positions are filled for 2008-2009, they will be for 3-year terms.
- 3) Mauricio will find a replacement for his position.
- 4) Location of the archives is still unknown – Jenny will contact several people to find them if possible. Mike will ask Dr. Benfield where we can have permanent storage, possibly a locked cabinet in the Meeting House.
- 5) Discussed possibility of committee spearheading more active awards/incentives programs in various departments.

Admin. Cabinet: Mike reported that his monthly meetings with Dr. Benfield continue to be productive.

- 1) Mike mentioned the visit of the President of Bangladesh to the Wooster campus.
- 2) Mike said that the vote to approve the One Time Separation Agreement will take place on December 7.

Unfinished Business:

The Annual Meeting went well and attendance was up (20 staff attended in 2005, 35 in 2006, 43 in 2007). The United Way speaker could have been eliminated for time considerations, since her presentation duplicated the one she gave for the United Way kickoff that followed. We should continue having representatives of Administration present at the Annual Meeting. Several suggestions were made by attendees, have been presented to Dr. Benfield, and will be pursued – energy use is one factor that will be addressed.

Sick leave transfer to vacation leave was discussed. More information is needed, and the Administration committee will investigate whether Staff Council should support this issue.

New Business:

Staff Forum is scheduled for March 18. The later date will accommodate budget planning - Administration will have more information to report. The Forum will again be coordinated with Campus Campaign, possibly with ATI Staff Council involved.

There will be a Wooster Bicentennial Parade on July 5, 2008. OARDC will sponsor a float with the old wagon. Mike, Ken Scaife, Jan Houin, Dr. Benfield, Charlotte (?), and April Martin are on the planning committee.

Mike appointed Betty to serve on the Administration Committee with Jenny and Cindy.

Cindy moved to adjourn the meeting, Susan seconded the motion, and the meeting was adjourned. The next meeting is scheduled for Weds, Feb. 6, at the Meeting House at 1:00 pm.

Respectfully submitted,

Jennifer Moyseenko, Treasurer