

OARDC Staff Council Meeting
Meeting House
February 5, 2008 – 1pm

Present: Mike Kauffman, Betty Aylsworth, Susan Dimit, Laura Chapin, Loren Harper, Kelly King, Lisa Miller, Sarah Elvey, Jenny Moysenko, Dave Drake, Eileen Keiffaber, Cindy Coy, Kim Brown

Absent: Diane Hartzler, Kristen Willie

Mike called the meeting to order.

Sarah Elvey, an ATI Staff Council representative, was present for the meeting.

Kelly moved to approve the December meeting minutes, Lisa seconded and the minutes were approved.

Minutes from the Annual Meeting are tabled until next meeting. Laura will submit the minutes next week for Council review.

Jenny presented the treasurer's report showing December and January earnings at \$391.41 and our total balance at \$1,198.25.

Kelly reported on the Development Committee's last meeting. Candy bar sales are much slower than when we first started. Dave indicated we still have many boxes so there is no need to order more. We earned less than \$100 at the Christmas clothing sale. A lot of time was put into this sale with little return. We need to determine if the sale is a fundraiser or a courtesy to staff. The committee proposed that we have an ongoing sale and have specials at Christmas time. The Christmas food drive collected 960 lbs. Since this is an easy event to sponsor, the Development committee thinks we should add another drive in the summer months and half of the collection can go to Salvation Army and half to People to People. Kelly, Diane, and Mike met with Dr. Benfield and Rhonda Billman about ability to increase hours of the ATI Student Activity Center (SAC). It was suggested to survey OARDC staff to determine the real need. Sarah Elvey mentioned that ATI is also interested in changes to the current SAC hours, so the proposed survey could be inclusive of ATI staff as well. Dr. Benfield will look into the possibility of University financial support to increase the availability of workout equipment for staff in Wooster. Kelly also reported the need for SC to have a bigger presence in a Green Movement for OARDC Campus by increasing recycling awareness through better communication and accessibility.

Betty reported for the Administration Committee. Kim Brown from Communications & Technology has agreed to represent District 2 for the remainder of this year so our roster is complete. Archives and other SC items will be moved from Pounden Hall to the Meeting House. Staff Council has made an official statement about the conversion of sick leave to vacation time: *The Administrative Committee of the OARDC Staff Council*

has agreed not to pursue the issue on conversion of sick leave. Upon further investigation, the committee learned that those who are in a position to recommend changes in policy do not regard it as a priority item at this time. To increase the recognition of staff, “Employee of the Month” program can be developed. SC members can facilitate gathering names of deserving staff from their District. All awardees can be recognized at Staff Appreciation Day.

Laura reported on the Communications Committee. The new Committee has not met but will be working on the next issue of the newsletter and updating the SC website.

Mike presented on the monthly Administrative Cabinet meetings he and Eileen attend. There will be an Annual Retreat with ATI Executive Council on Feb 7th. There will be a Wooster Campus Scarlet, Gray and Green Fair on April 22nd. Laura is representing SC on that Committee and reported that SC has been asked to have a booth about the recycling program on campus. Laura brainstormed the idea to also focus on what we can do as staff on campus to be more “green”. SC will have to register as an Exhibitor for a booth and the \$25 fee can be waived. Jim Holman reported at the Cabinet meeting about the increasing importance of Computer Security. Campus mail delivery service has been reduced to once daily.

Staff Forum will be held March 18th in collaboration with Campus Campaign. We have asked ATI Staff to be a part of the Forum as well, and Dr. Nameth will present for ATI. The schedule for the Forum will be: 8:45-9:15, refreshments; 9:15-10:15, presentations; 10:15-10:45, questions and answers; 10:45-11:30, breakout sessions. Drs. Moser, Nameth, and Slack will be the presenters. The Forum will be video streamed for individuals in Columbus or Outlying Branches to view at a later time; Kim will confirm CommTech will set up video recording and streaming. Mike will request Fisher Auditorium for the Forum and the North Exhibit Area and conference room for the breakout sessions. Breakout sessions will be the same as last year, Human Resources, Facilities and Grounds, and Campus Life, with the addition of a separate breakout session for ATI staff. Facilitators from SC will be needed in each breakout session. Last year refreshments were covered by Director’s office and we have budgeted \$50 from them this year. Kelly will work with Sarah to put together a food package for 200 people, including healthy options so we can look at cost at the next meeting.

Cindy inquired the possibility of SC supporting a dry ice maker for campus and council decided this may need to be dealt with on a department or program level. Wooster Bicentennial Parade is scheduled for July 5th and Mike is on the planning committee for OARDC. They will be looking for volunteers to help with this at a later date. Mike presented an idea that came up through a meeting with Dr. Benfield for a Winter Picnic. People will bring their bagged lunches and will be paired off to eat lunch with someone they do not know. Team games can be played after lunch; Mike suggested a marshmallow in the bag game, a shaving cream and cocoa puffs game and a “one prize only” BINGO. SC could provide ice cream. SC liked this idea. SC decided the team games sound fun but we will not include BINGO at this function. Thoughts were mixed on providing ice cream. The Picnic will take place over the normal lunch hour, 12-1 pm.

Mike will check the availability of Fisher South Exhibit Area and Lobby for Feb 29th. Communications Committee will work on a flier and start advertising as soon as the location is reserved.

Laura asked if SC could purchase a small refrigerator to replace the one stolen from the Maternity Support Program; Eileen stated the Directors office purchased the original one and should be approached with a request to replace the stolen one.

Michelle Jones asked Laura to inquire if SC ever investigated having a Day Care facility on OARDC Campus; Eileen reported this has come up many times in the past and each time it is finalized that the cost and liability is too much.

Laura Raubenolt presented Laura with the willingness of SC to sponsor a Shred-It Truck visit for the campus; SC members stated their individual departments have their own shredders and Susan reported that Sanmandy Enterprise will pick up items that need to be shredded and will supply a confirmation slip.

Next meeting is scheduled for March 6th 1 pm in the Meeting House.

Lisa moved to adjourn the meeting; Cindy seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Laura Chapin, secretary.