

**OARDC Staff Council Meeting**  
**1:00 pm, February 19, 2007**  
**OARDC Meeting House, Wooster**

*“The mission of the 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.”*

**Present:** Laura Chapin, Dave Drake, Diane Hartzler, Mike Kauffman, Eileen Kieffaber, Kelly Mahl, Jenny Moyseenko, Jean Snyder, Sara Wolf

**Absent:** Maurico Espinoza, Loren Harper, Ron Miller, Candace Pollock, Kristen Willie

Mike called the meeting to order and welcomed new members Laura Chapin, Diane Hartzler and Kelly Mahl (Loren Harper had a conflict and could not attend.)

Since Kevin has resigned from Council and left the Chair position vacant, Mike offered to move into the Chair position and serve the remainder of this year and for the next year, according to the Bylaws under Article VIII: Vacancies, Section 1. Sara moved to accept his offer, Dave seconded the motion, and it was carried unanimously.

Mike distributed copies of the minutes of the October 5 regular meeting, the November 7 Annual Meeting, and the January 25 Executive meeting and asked for additions and corrections. Sara moved to accept the minutes of all meetings, Jean seconded the motion, and it was carried unanimously. For future meetings, Jenny will send minutes via email within one week following the meeting. Additions and corrections will be done via email as well, with the final version to be approved at the next scheduled meeting. Each member should print a copy of the minutes for their own reference. Jenny will contact Dave Lohnes for help posting the minutes on the website after comments and revision.

Jean presented the Treasurer’s report. Fiscal has not provided updated information since December 2006, but Jean stated that the only outstanding expense is a charge for Fall Clothing Sale samples, for which we have not yet been billed. With that charge deducted, the balance should be approximately \$1000. Kelly moved to accept the report, Laura seconded, and the motion was carried unanimously.

Mike asked for discussion on making a donation to the library in memory of Marilyn Benfield from Staff Council. We agreed that it would be appropriate. Kelly moved to donate \$50.00 from the Treasury, Diane seconded and it was carried unanimously. Jean presented a card for us to approve, and she will send the card with the donation.

Mike reviewed the Purpose, Bylaws and Mission of Staff Council for all of us, especially new members. He also reviewed committee responsibilities as outlined in the Bylaws

and requested volunteers for committees. Committee members appointed thus far, and their initial goals, are:

**Development Committee**

Members: Kelly Mahl (chair), Diane Hartzler, Jean Snyder

Goals: fundraising, develop areas identified by communications

(Note: issue of fire protection by Wooster Twp, raised by Rich Nestor has been addressed by Safety Committee)

**Administrative Committee**

Members: Sara Wolf (chair), others TBA

Goals: organize archives, officer nominations in April, devise plan to better meet needs of staff at other campuses

**Communication Enhancement Committee**

Members: Laura Chapin (chair), Dave Drake, Jenny Moysenko

Goals: identify 3 areas from Annual Meeting breakout session reports to address, ongoing website update

Mike will complete committees by appointing other council members and notify chairs of additional appointments. He and Eileen serve as ex-officio members on each committee. He requested that each committee meet before the regular April meeting and present a report at that meeting.

Ad hoc committees and their responsibilities were also discussed. Mike suggested forming a committee to plan the Summer Fun Fest now to get a head start. However, after discussed, forming that committee was tabled until April to allow us time to plan the Staff Forum. The Recycling Committee is “taking care of itself”, since the system is up and running. Sara will continue to serve as the contact person for the campus, but a committee is not necessary at this time. Mike asked for a volunteer to coordinate publicizing Red Cross Blood Drives, and Kelly volunteered. Again, a committee is not necessary at this time.

**Unfinished business:**

1. Mike relayed that in the January 25 Executive Meeting, officers decided that we should proceed as a council as defined in our purpose and mission instead of redefining it. Dave mentioned that he thought this might limit Council’s ability to use the talents and service of other groups not represented by Council, such as union members and grad students. However, it is possible to include people from those groups on ad hoc committees such as Fun Fest, as long as we are not representing them to administration. Laura said that at the Annual Meeting breakout sessions, some thought a change of mission would be appropriate. That possibility can be brought up later, after we “regroup”.
2. The ongoing issue of how best to serve OARDC Staff on other campuses will be addressed by the Administrative Committee.
3. There are no coffee mugs left to sell. Since Administration does not care for the “teacup” look, we decided they can buy mugs for their own uses and Development Committee will decide what to order for our fundraising purposes.

4. There are still approximately 100 calendars left from the sale. Council members will each take some to their department to give to whoever wants them for pictures.

**New business:**

1. Staff Forum needs to be scheduled and planned. March 9 or April 13 are the earliest dates available on both Dr. Slack and Dr. Moser's calendars. We need to plan the meeting format and schedule, and the lunch to follow. Breakout sessions on a variety of topics were suggested. If we have a "Day with the Staff" associated with the Forum, it needs to be planned as well. April 13 was selected as the best day (although Sara has a conflict), and further planning was held for later in the meeting.
2. USAC has asked if we can meet with them, perhaps also with interested Wooster staff, to determine what University-wide topics are of specific interest here. It was suggested that USAC attend Staff Forum, and/or try to coordinate meeting with ATI Staff Council and staff. Refreshments might bring more people. However, it was decided that Staff Forum is too full already, and to plan meeting with USAC on a different day.
3. The assignment of dates to the yearly Staff Council calendar was tabled until the next meeting. The next meeting was set for Weds., April 4 at 1 pm at the Meeting House. Jenny will reserve the space.

**Staff Forum Planning**

After discussion, we determined that we will start the Forum at 9:45 following refreshments. Drs. Slack and Moser will both have a time slot to speak (about 45 minutes total), followed by a short session of open questions. Breakout sessions will follow, perhaps with other Administrative representatives (Dr. Benfield or John Ott). Mike will schedule the meeting with Shelley. Dave and Jean will get quotes on lunch. We will have a meeting on Wednesday, February 28 at 1 pm at the Meeting House to finalize plans for the forum.

Mike closed the meeting with comments from the "Good to Great" focus book used at the ATI/OARDC combined Cabinet meeting. He said that one thought was that the best places to work are those where everyone has a passion to do the best they can at whatever job they are doing. Also, whatever your level in an organization, you can make a difference. We need to be able to evaluate our effectiveness as an organization, possibly by asking questions such as are people showing up to functions? Is morale better? Rather than simply listing what we have done during the year.

Jean moved to adjourn the meeting, Kelly seconded, and Mike adjourned the meeting.

Respectfully submitted,

Jennifer Moyseenko

Secretary