

OARDC Staff Council Meeting
Meeting House
January 8, 2008

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

Kelly called the meeting to order.

Minutes

Laura presented the minutes from the November meeting. Mike moved to approve the minutes, Joe seconded the motion, and the minutes were approved

Treasurer's report

Susan presented the Treasurer's report to Kelly. Loren has taken a new job at OARDC and will no longer be able to advocate for District 8 (Plant Pathology and MCIC). Laurel Leedy will take Loren's position on Staff Council. Laura moved to approve the report, Susan seconded the motion, and the Treasurer's report was approved.

Standing committee reports

Development Committee

Susan presented for this committee. Members of this committee are Bryant, Joe, and Susan. Candy bar sales continue to go well. However, there is some concern over the quality control at Harry London. Some of the Buckeye packages had 3 candies instead of 4. Harry London was contacted about this and they sent us a free variety box. We also are still finding variety boxes that contain less than 48 candy bars. Everyone who picks up a variety box from Matt's office will not be able to leave until they count the bars. The number of bars in each box will be recorded. Harry London has also been informed of this problem. We will continue to watch for these issues and will discuss them at future meetings. The profit from the Holiday Clothing Sale totaled \$53.50. Approximately \$460 worth of items were ordered, but our profit was still low. The committee will determine if it is worthwhile to continue holding this yearly sale. There currently is a large stock of shirts, hats, pens and mugs available for purchase at Research Services. The group decided not to order any more items since our account is low. The Communications Committee will post an advertisement on Centernet and sent a reminder email to raise awareness of the "store" at Research Services. We will no longer offer special orders from the catalog since there is a lot of work involved with placing the order and picking up the item. Instead, we will keep the store at Research Services well supplied. The newspaper drive continues to go fine. The December collection was a little smaller than previous months, but this may be attributed to the holidays. Some papers were loose papers, not bundled or bagged. This made moving papers from the truck difficult. Wayco does not require any special packaging of the newspapers and will take them loose, tied, boxed or bagged (paper or plastic). Cindy suggested having boxes available at the truck. If there are extra boxes to be recycled in you building, please bring them to the truck the day of paper collection. Communications Committee will add to the email reminder that the papers should be delivered in a "bundle, bag, or box."

Administration Committee

Betty reported for the Administration Committee. Laurel Leedy will replace Loren as a member of Staff Council. Bryant volunteered to serve out Loren's term as Treasurer, and he will work with Loren to learn the proper procedures. Betty reported that sorting through the archives is still in progress. The Secretary will collect items for the archives and turn them over to the Administration Committee.

Communication Committee

Laura reported for this committee. Members in this committee are Dave, Matt, and Mike. The next issue of the newsletter is to the print shop. Ruth Ann, a part time worker in Communications and Technology worked with this committee to get this issue together. We plan on having one issue for each quarter and will work to get on CommTech's calendar.

Unfinished business

Annual Meeting comment cards

The comments received from staff via the Annual Meeting or online submission form were discussed and passed on to the appropriate committee.

1. I would like to see further efforts to eliminate all the paper/card advertisements from Columbus.
 - » *This comment was taken to USAC who will discuss it with Bret Mayo at the OSU Student Union Scarlet, Gray, and Green Initiative office.*
2. How about a departmental exchange or a staff-shadowing opportunity in different departments?
 - » *Development Committee and Communications Committee*
 - » *One suggestion is a department open house*
3. I suggest a "brown bag lunch" with the Director or Asst Directors. This could be an informal (in comparison to the Forum) opportunity to chat up issues with Administration.
 - » *Development Committee*
 - » *The ATI/OARDC campus gatherings may fulfill this request*
4. I would like to see a return of the Staff Council organized recreational events, such as Akron Aero's night. Were these well received in the past?
 - » *Development Committee*
 - » *These events did not have high numbers of participants in the past, but maybe different type of events would draw more people*
5. It would be nice to have better communication with what is going on with Administration – for example, the cutting of the trees on the OARDC campus. I would like to know why no one here in Wooster knew about this until it was already being done!
 - » *Communications Committee*
 - » *Increase communication about construction plans that affect OARDC Campus*
6. 5K run and bike event that could be held on the day of the Wellness Fair.

- » *Communications Committee will take this idea to Jane Douglas, our campus Wellness Ambassador*

- 7. Could Staff Council help sponsor quarterly Pilates classes with a licensed instructor.
 - » *Communications Committee will take this idea to Employee Development Committee*

- 8. I have a concern that those of us currently using the ATI weight room for free will have to pay to use it in the near future.
 - » *Communications Committee will post information about the Exercise Survey on our webpage*

- 9. Continue work on the exercise initiative. I believe this is important to many people

- 10. I appreciate the work you do to pull off FunFest. I think everyone looks forward to it. Good time for our community

- 11. Keep up the good work on staff development. The classes are very helpful. More classes on web development and webpages helpful.
 - » *Communications Committee will take this idea to Employee Development Committee*

- 12. Software training for employees like: Photoshop, Office 2007, Sigma Plot, Math Lab.
 - » *Communications Committee will take this idea to Employee Development Committee*

- 13. As one who is taking advantage of the free tuition and attending Mansfield campus, I would like to see more effort put toward reciprocity with Akron OR online opportunities for OSU classes.
 - » *Staff Council presented this concern to USAC*
 - » *USAC is presenting ideas like this one to higher Administration; Communications Committee will keep in contact with USAC to follow up on this issue*

The Communications Committee will develop a place on the newsletter that can be used as a “follow up” section where the actions Staff Council has taken on issues presented to us can be presented.

Refrigerator for new mothers

Mike will check with Dr. Benfield to see if there is a refrigerator available for new mothers through the Maternity Support Program.

Food drive

Approximately 23 boxes, 900 lbs., were collected during the Holiday Food Drive. The goods were distributed to the Salvation Army and People to People. Kelly presented a Thank You letter from the Salvation Army.

Meeting with USAC

The December meeting with USAC went well. We were able to present the major issues/concerns of staff at OARDC. This year, USAC is presenting to Administration two major areas that staff would like their focus to be on: Education and Technology. We will remain in contact with USAC to hear the outcome of these reports.

New business

Plant Pathology/MCIC District replacement

Laurel Leedy will take over Loren's term on Staff Council.

Staff Forum date (in conjunction with Campus Campaign?)

This year Campus Campaign is going virtual; this is something Jody Lanham is working on and this would make it difficult to hold the Forum in conjunction with Campaign. Betty feels that the Campaign does not need to be in conjunction with Forum since the Campaign is an event the entire campus should participate in, whereas the Forum is just for Staff. In the past years, Campaign has gotten most participants from the Staff community. Kelly will work with Shelley to coordinate a date for this event when the administrators will be available. It may be over Spring Break. Kelly will contact ATI Council to determine if they would like to have a joint event again this year.

Winter Picnic – January 23rd, noon

The event is advertised in the newsletter, and fliers and email reminders will go out soon. It is a brown bag lunch event in Fisher South Exhibit area. Mike will come up with interactive games for the event. Betty will get hot cocoa for the event.

Energy Conservation Memo – “best energy conservation tactic is the hardest to change – peoples' habits”

John Ott sent a memo to the campus on ways to conserve energy. At the previous Administrative Cabinet meeting, he presented that over the next 3 years, the OARDC's electricity bill is expected to increase 15% each year. Forty percent of our electricity bill is lights. Kelly is asking that we do our part to raise awareness in our departments so staff understands the need for energy conservation at work.

Scarlet, Gray and Green Fair update

Laura presented on the Fair details. The organizers are offering a booth free of cost to all OSU organizations if they register before January 15. Laura proposed that Staff Council could have a booth again this year with the same display posters as last year. We can also have bins available for recyclable materials and trash. We would need volunteers to be at the booth to answer any questions. The Council discussed the possibility of having handouts with the campus recycling information. This Fair is supposed to be a “zero waste” event, so paper handouts are not allowed. Development Committee will look into magnets as handouts.

Next meeting date

The next meeting will be held February 12, 1:00 pm, at the Meeting House.

Adjourn

Matt moved to adjourn the meeting, Cindy seconded the motion, and the meeting was adjourn.

Respectfully submitted,
Laura Chapin, secretary