

OARDC Staff Council Meeting
Meeting House
March 6, 2008 – 1pm

Present: Betty Aylsworth, Kim Brown, Laura Chapin, Cindy Coy, Susan Dimit, Dave Drake, Sarah Elvey, Diane Hartzler, Mike Kauffman, Kelly King, Jenny Moyseenko

Absent: Loren Harper, Eileen Kieffaber, Lisa Miller, Candace Pollock, Kristen Willie

Mike called the meeting to order.

Jenny moved to accept the Annual Meeting minutes, Kelly seconded the motion and the minutes were approved. Diane moved to accept the February minutes as changed, Susan seconded the motion, and the minutes were accepted as changed.

Jenny presented the Treasurer's report which shows a total balance of \$1,513.46 in the account. Susan discussed the proper procedure for being reimbursed for Staff Council purchases. Member should fill out a reimbursement form with the department fiscal officer indicating the proper chart field for the charge.

Kelly presented for the Development Committee. The committee would like to sponsor a food drive in June. In combination with the food drive, ATI would like to have a donation day that corresponds to the move-out day on ATI Campus. Food and other items can be collected for donation. SC may help ATI SC with this event. The Development Committee and Sarah will draft a survey that will address individuals' desires and needs for a fitness facility. The survey draft will be presented to OARDC and ATI Staff Councils for discussion.

Laura presented for the Communications Committee. The committee discussed the miscommunication and lack of participation in the OARDC recycling program that was discussed at the last regular SC meeting. To help remedy these problems, they will work on updating the recycling website and signage. Updates have been made to the SC website to include new members and officers. Mike clarified that the Columbus Communications Representative, Candace Pollock, should be listed as a non-voting member of the council. The March issue of the newsletter is now available. Kim worked hard on the new design of the newsletter. We will continue to publish a newsletter bimonthly and will encourage staff participation.

Betty reported no new news from the Administrations Committee. Mike reminded the committee that Officer Elections should be held in May. The format for nominations and voting will be reviewed.

Mike is continuing to meet with Dr. Benfield monthly to report SC activities. There have been two administrative cabinet meetings. The annual retreat with ATI Executive Council focused mainly on the strategic plans for OARDC and ATI.

Staff Forum is scheduled for March 18, at Fisher Auditorium. It will be held in cooperation with ATI Staff Forum and Campus Campaign. The schedule for the Forum:

8:45-9:15	Refreshments and socializing
9:15-10:15	Presentations by Mike, Sarah, Dr. Martin, Dr. Slack, Dr. Nameth
10:15-10:45	Question and answer time
10:45-11:30	Breakout sessions

Kim has reserved CommTech to record the Forum so it can be viewed online.

Mike has reserved the Auditorium, North exhibit area, and conference room and will make sure a microphone is available for the question and answer time.

Each break out session will have resource personnel who can cover issues in the area and a facilitator from SC to prompt discussion as needed:

Facilities	Resource personnel – Dr. Benfield and Jon Ott Facilitators – Diane and Laura
Human Resources	Resource personnel – Eileen Kieffaber and Jane Douglas Facilitators – Betty and Susan
Campus Life	Resource personnel – Drs. Slack and Martin Facilitators – Jenny and Kim
ATI Issues	Resource personnel – Dr. Nameth Facilitators – Sarah and other ATI SC members

Communications committee will begin advertising for the event and highlight the ability of employees to submit questions to be addressed at the Forum.

Kelly and Sarah are taking care of the refreshments. The Directors office has budgeted \$50 for this event. The remaining amount spent will be covered by OARDC and ATI Staff Councils.

Kim inquired if a name change would be appropriate for the Staff Forum since it is not inclusive of staff. The council agreed that this is an issue and will be addressed for next year's Staff Forum.

Mike presented an update of the progress of OARDC's participation in Wooster Bicentennial Parade. Kim is also on this committee. They are planning on having three floats with themes of agriculture, research, and the Arboretum. Contributions of OARDC to agriculture will be highlighted. The committee will be asking for help from OARDC employees.

The Winter Picnic was held Feb 22. About 25-30 people attended. The event was successful at bringing together people to socialize, meet new people, and have a good time. This event is worth considering in future years. Jenny and Mike will put together a report for this event.

The Wooster Campus Scarlet Grey and Green Fair will be held on April 22. SC has committed to a booth space at this fair. Laura has been brainstorming with input from Kelly and Jenny. The booth can have one section about the OARDC recycling program, highlighting what can be recycled, where to put the material, and what happens to it after we recycle it. To be kid-friendly, we can have a bin of different materials that participants can sort to the appropriate bins. Also at the booth, we can present tips on how to be green at the workplace. Mike reminded us that school children will be at this event so we need to keep that in mind when preparing material. Laura presented the idea of having give-aways at the booth that could help people be more green, but it was determined that this may be counter-productive. Kelly, Jenny, Susan, Cindy, and Laura will form a committee to develop this exhibit.

Dr. Parwinder Grewal approached SC to help with identifying one staff member from each building on campus to participate in a Green Building Competition for the WCSGGF. It was decided that building coordinators would be most effective at gathering information needed for the competition. Laura will pass along building coordinators contact information to Dr. Grewal.

Mike passed around Thank You notes from People to People and the Salvation Army for sponsoring the food drive in the Winter.

The Heath and Wellness Fair is scheduled for April 9. SC should keep our eyes open for volunteer requests.

The next meeting will be April 2, 1pm at the Meeting House.

The meeting was adjourned.

Respectfully submitted,
Laura Chapin, secretary