

OARDC Staff Council Meeting
Meeting House
November 13, 2008

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

Welcome and introduction

Kelly called the meeting to order and introduced Patrick to the group.

Minutes

Laura presented the minutes from the October regular meeting. Matt moved to accept the minutes as presented, Cindy seconded the motion, and the minutes were accepted. Laura also presented the minutes from the Annual Staff Meeting and requested any comments or corrections to be sent to her. The minutes will not be officially accepted until the next annual meeting.

Committee reports

Kelly suggested the current convener of the committee could report on the roles of their committee. Council members will select the committees on which they would like to serve this term during this meeting.

Development

Susan will serve as the convener of this committee this term in place of Kelly. This committee is to promote recognition of staff achievement and conduct fund raising programs. Another shipment of candy bars will be ordered as soon as the PO is ready. Mugs have been ordered. Departments will be charged \$5 per mug when they request Staff Council to order a case. This committee has researched companies that can make knit blankets with graphics. The design from the 2009 OARDC Phone Directory, which includes aspects of all research and activity on OARDC campus, can be put on a blanket. The company treasureknit.com sells one large (50" x 60") afghan at \$100. If we purchased 21-50 woven blankets, the cost would be \$40 each. There is a 3 week turnaround time, so if we wanted these available from the holiday sales, we need to move quickly. Mike suggested we try to get a sample afghan from a company to see the quality before spending \$100 on one. Mike also mentioned it would be nice to support an Ohio company. It was agreed that this is a large commitment that should not be rushed. The afghan project will be considered for the next holiday season. Kelly reported that the paper drive is still going well. She has asked that each member of Council consider volunteering to coordinate the drive. Kelly will sign out the truck. The volunteer would need to take the truck to Fisher parking lot the morning of the drive and take the load to Wayco at the end of the day. If the load is less than half the truck, it can be stored in Kelly's greenhouse and be taken up to Wayco with the next month's load. Kelly has received a response from Dr. Benfield and Rhonda Billman regarding the exercise survey. They thanked us for the effort in surveying staff about the availability of exercise opportunities; however, there is a budget for neither updating equipment at the ATI SAC, increasing staff at ATI SAC, nor developing a new facility on the OARDC campus. All the information regarding this survey will be given to the communications committee to be posted on the web page.

Administration

Betty stated that there is nothing new to report for this committee. The roles of this committee are to elect new officers, address changes to bylaws, and update archive material.

Communications

Laura reported for this committee. The main tasks of this committee are to provide information to staff regarding Staff Council sponsored programs and to publish communications to staff (i.e., e-mail notifications, web page, newsletter). Laura has been in contact with Randy Nemitz and Kim Brown and has verified that CommTech is willing to continue working on the newsletter. This department is willing to continue work on the newsletter. They have developed a layout and we will have to provide them with all of the content. Once the content is in their hands, there is a 2 ½ - 4 week turnaround time. They will be able to offer their services quarterly. Laura suggested having 4 newsletter issues per year is very reasonable. Laura contacted Jim Henry in the print shop to see how much it would be to have the newsletter printed in color - \$80 for 100 copies. There is no minimum number of copies that we have to print. With \$180 budgeted by the Director's office for newsletter printing, we can get 50 copies of each issue to distribute to the buildings/departments on campus.

Committee assignments

Development: Susan Dimit (convener), Bryant Chambers, Joe Cochran, Loren Harper

Administration: Betty Aylsworth (convener), Cindy Coy, Patrick Peirquet

Communications: Laura Chapin (convener), Matt DeVore, Dave Drake, Mike Kauffman

Adopt-a-Highway

Mike reported that this event should no longer be considered by Staff Council.

Refrigerator for new mothers

Loren reported that no refrigerator has been made available and there is a staff member in her department requiring one. Mike will ask Dr. Benfield on the status of this at his next meeting. Laura Chapin offered a small refrigerator that the HCS department allowed her to use and is currently not in use. Loren will wait for a response from Dr. Benfield and will let Laura know the outcome.

Annual meeting

Loren stated that she was disappointed at the number of people in attendance. There were approximately 37 people present. This number includes all the Staff Council members. Betty agreed that turnout was low, but she believes the content quality was very good. Cindy stated it is difficult to get a response from staff in her department. Loren has overheard staff saying that Staff Council will not address any of the issues. Bryant thinks the low turnout is an indication that Staff Council is doing a good job. Mike said it may be apathy; staff may not have the time or energy to attend these types of meetings. Mike believes that what Staff Council does is vital and valid.

Treasurer's report

Loren presented the Treasurer's report and asked for any comments on the presentation of the information. All agreed it was fine. Ending balance as of October 31 was \$2,274.85. More mugs, clothing, and candy bars have since been purchased so the balance will decrease sharply. Mike moved to accept the Treasurer's Report as presented, Susan seconded the motion, and the report was accepted.

Meeting calendar

We will try to schedule Staff Council meetings for the second Thursday of every month at 1:00 pm in the Meeting House. The schedule may change under some circumstances.

Food drive

Kelly reported that we need a coordinator for this drive. Boxes will need to be set up in every building with a label. After about a month, the boxes can be delivered to food banks. All member of council are willing to help in any way. Mike will coordinate with the help of Loren. Kelly will send all information from last year's Food Drive to Mike. Communications committee will advertise for the drive.

Annual Meeting staff comments

Kelly sorted index cards gathered at the annual meeting and turned them over to the Communications Committee who will review these comments and present them at the next regular meeting.

Staff Council spending

Loren reported that as the Treasurer, she is going to implement new procedures for Staff Council spending. If you are going to purchase something using Staff Council money, Loren must be contacted so she can check the available funds before the purchase. All paperwork regarding any Staff Council purchases must be sent to Loren. This includes 100W copies, Procurement Card Transaction Forms, receipts. All deposits that are made by the Fiscal office (including money turned in for candy bar sales) generate a receipt and Susan will send that receipt to Loren.

USAC

USAC would like to meet with Staff Council to discuss current concerns of staff on the OARDC campus. Meeting is scheduled for December 3, 11:00 – 1:00 (lunch will be provided). In preparation for the meeting, the index cards were briefly reviewed. Current concerns that have been voiced include: exercise facilities, sick leave transfer to vacation, recycling opportunities on campus, staff apathy regarding Staff Council, tuition reciprocity. An e-mail notice will be generated by the Communications Committee reminding staff about the link on SC web page to submit comments or concerns anonymously.

Red Cross blood drive

Kelly would like a new volunteer to take over the coordination of this Staff Council sponsored event. Kelly and Dave have been the contact people for the past 2 years. Mike receives the posters in the mail and will send them to the coordinator. The posters can then be divided and sent via campus mail to Staff Council members to be hung in their buildings. Susan agreed to be the new contact person for the Red Cross.

Letter to Mrs. Catherine Kauffman

Betty will send a Thank You letter to Catherine for the beautiful cake she made for the celebration of Staff Council's 20th Anniversary. Everyone enjoyed the cake.

Next meeting

There is a meeting with USAC on December 3. Next regular meeting will be January 8, 1:00 – 3:00 pm in at the Meeting House.

Clothing

Loren showed sample clothing that she will order for the case at Research Services. Laura mentioned it might be nice to label our items with "Support OARDC Staff Council" so they are distinguishable from the apparel and items available from Visitor Relations.

Adjourn

Loren moved to adjourn the meeting, Patrick seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Laura Chapin, Secretary