

OARDC Staff Council Meeting Minutes DRAFT

TJ's Restaurant

October 7, 2008

Present: Bryant Chambers, Joe Cochran, Dave Drake, Mike Kauffman, Laura Chapin, Kelly King, Cindy Coy, Eileen Kieffaber, Jenny Moysenko, Loren Harper, Susan Dimit, Betty Aylsworth

Absent: Patrick Pierquet, Matt DeVore, Diane Hartzler, Kim Brown, Kristen Willie, Candace Pollack

Mike called the meeting to order and gave an overview of the mission of Staff Council. Mike welcomed Joe Cochran as one of our new At-large members. Eileen reported the other new members included Matt DeVore (District 2), Patrick Pierquet (District 5), and Betty Aylsworth (at-large, another term).

Minutes. Laura presented the August meeting minutes for approval. Jenny moved to approve the minutes, Susan seconded the motion, and the minutes were approved.

Treasurer's Report. Jenny presented the Treasurer's report and will make a change for the 9/2/08 line to \$70. Jenny requested all receipts for FunFest be given to her as soon as possible; they are required to finish the books before the audit. Mike suggested we put together a budget for items we would like to request from Administration. Last year we requested a total of \$530: year end meeting, \$250; Forum refreshments, \$50; newsletter printing, \$180; FunFest prizes, \$50. This money was available for reimbursement. All agreed we should increase the money available for Forum refreshments to \$100 and leave other items the same. Laura is interested in printing the newsletter in color, but we do not know how much this would cost. Laura moved to present this new budget to the Director's office, and Loren seconded the motion. Mike will present this budget to Dr. Benfield at his next meeting.

Development Committee. Loren reported that the candy bar sale is going well, and Susan will start to get the PO ready for another order. It takes about one week from PO generation to shipment arrival. Loren presented on the clothing sales. A large inventory and good assortment will be kept at Research Services for purchase and advertising will be done throughout the year. Organic cotton t-shirts will be added to the case. Pens and mugs will be maintained at the store. It was agreed that the store should be made more visible. Dave suggested having OSU logo merchandise available, and it was reported that this was an option during Christmas 2007 sale. Loren will work with Kim Brown on the Afghan design to have it available for this holiday season. Kelly reported on the paper drive. Over the last 5 months, it generated \$89. Having the truck available for a couple of days may be an option. Kelly also reported that WayCo will take Styrofoam with no pay-out. All agreed this would be a great service, but the logistics of collection and delivery would need to be addressed. Kelly reported that the exercise survey results have been given Dr. Benfield. He will meet with Rhonda Billman to discuss the results, and he will follow up with Staff Council.

Communications committee. Laura reported that she will go to Randy Nemitz to see if CommTech would be willing to continue their work on the newsletter and how much it would cost.

Administration committee. Betty reported that Day with the Staff went well, however it was difficult to get participants to apply. All agreed that this should remain an event with OARDC Administrators, and Mike added that all administrators enjoy the event. Terry Snoddy was added this year because Dr. Ravlin was not available. Dave suggested a department exchange; more details can be discussed at a later meeting.

Audit committee. This committee includes Loren, Cindy, and Dave. They will meet on Oct 14. Jenny will provide Loren with the books at that time.

Administrative cabinet/Dr. Benfield monthly meeting. Mike reported on these meetings. Dr. Benfield will provide OARDC with a refrigerator for new mothers. Bill Koshar suggested OARDC should be involved with Adopt-a-Highway program and Staff Council could coordinate it. This idea spun out of the Campus Enhancement Committee, and Bill thought it could be a good community improvement project. This would be a 2 year committee for a stretch of 2 miles. Clean-up would have to occur 4 times per year between April and October. Bill may discuss this at the Annual Meeting.

Summer FunFest. Jenny presented the report and will send a corrected version. Eileen stated that both Dr. Moser and Dr. Slack strongly suggested that ATI be included in FunFest in the future.

American Red Cross Blood Drives. Kelly reported that the drives at OARDC are the largest for this Red Cross office.

Annual Meeting. Scheduled for October 23, 9:45-11:30, before the United Way kickoff event. Susan is coordinating the Staff Council 20<sup>th</sup> Anniversary celebration. Pictures from previous years will be displayed. Carol Jamison will discuss how Staff Council was started. Mike will provide a cake (via his wife who makes cakes) that will be served at the United Way event. Bryant and Eileen will work with Susan to highlight milestones of Staff Council. The audience will be encouraged to share their Staff Council memories. Betty will have a Day with the Staff participant talk about their experience. Kelly will set up food and refreshments. Laura will provide a slideshow presentation of 2008 Staff Council events. There will be no faculty presentation at this meeting.

The next regular meeting will be November 13<sup>th</sup>, 1:00-3:00 pm, at the Meeting House.

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

Respectfully submitted,

Laura Chapin, Secretary