

# CFAES Staff Advisory Council

March 12, 2020

Zoom

**Attendance:** Joy Bauman, Sara Tallmadge, Meredith Luikart, Patty Corfman, Christopher Okonkwo, Misty Harmon, Lizz Share, Kelly Royalty, Sarah DeVilbiss, Emily Wickham, Terri Fisher, Morgan Dailey, Zak Ralston, Zac Burkey, Desiree Lutsch, Brandi Gilbert-Hammett, Beth Tucker, Amanda Forquer

## Approval of Minutes and Budget

## Buckeye Wellness Innovator Presentation

Patty Corfman – See attachments

## Update from Tracy Kitchel

- Joined briefly, not feeling well
- Thank you for patience
- Working to clarify guidance into the future in relation to COVID-19
- Please send questions to Tracy or Department Chair

## General Meeting

### *Membership Reconstruction Updates*

- Losing two members, who are leaving the university
- Two new members, Beth Tucker and Kelli Trinoskey
- Motion by Patty Corfman to change Wooster Campus Representative, Human Resources, Dean's Operations, Finance positions to one-year term, then full term will begin 2021 to prevent having large number of members term out in 2022. Second by Joy Bauman. Motion passed.
- Extension Representative 4 position start in 2021

### *Executive Committee Meeting with Dean Kress Follow-up*

- *SAC Issue Focuses for 2020*
  1. Communication with Leadership
  2. Awareness and Increased Presence
    - Try to establish department staff meetings
    - Let staff know that you are a contact for them to give input
    - Let Sara know when staff meetings are scheduled to get SAC on the agenda
  3. Advocacy and "Being a Resource"
  4. Transparency
- *CFAES SAC Future College Involvement*
  1. Land Grant Staff Fellows
    - How can we shape a meaningful experience?
    - More information needed regarding time commitment
    - SAC will lead fellowship project decision
  2. Taskforce collaboration ideas
    - *Opportunity to work with other college taskforces and organizations*

(FAC, SAC, GSAC and Student Council), meeting scheduled for 4/13

- *Dean's Charity Steer Show*
- *Welcome Back Event*

#### *Upcoming Events*

- Sesquicentennial Open House - March 21<sup>st</sup> – CANCELED
- Biometric Screenings Co-sponsored with HR
- CFAES Annual Research Conference - April 21<sup>st</sup>
- USAC Local SAC Retreat - April 24<sup>th</sup>

#### *Taskforce Updates*

- Marketing & Communications
  - Looking into name badges for SAC members
  - Update SAC banner to be more visible at events
  - Professional headshots for Staff – various locations (Extension Annual Conference, Wooster, etc.)
  - Postcard to staff – dates, deadlines, and reminders for upcoming SAC events, send out at the beginning of each term
- Professional Development / Road Trip
  - Virtual series for effective virtual teaching
  - Suggested Road Trip to Piketon
- Staff Recognition
  - Hold off on awarding travel awards
  - Dean Kress would like to consolidate awards given within College, wants a tiered system in place, discussed increasing our award amount to \$1000
  - Will request budget increase to accommodate award increase
- Staff Appreciation
  - Not able to meet
  - Working to identify which item to give
- Budget
  - Please submit subcommittee budgets to Sara as soon as possible

#### *Wooster Staff Council Updates*

- Lost one committee member, working to find replacement
- March meeting changed to zoom
- Invited Lori Bowman and Tracy Kitchel to April meeting to learn about council
- Director's Office will take over leadership of Wayne County Fair participation
- Staff Town Hall meetings – discussed councils' role, how to facilitate/moderate questions

Meredith motion to adjourn. Second by Emily. Motion passed.

**Next meeting: May 14, 2020**