**Wooster Campus Staff Council Annual Meeting Minutes**

**January 17, 2018**

“The mission of Wooster Campus Staff Council is to enhance the working environment of the OARDC and ATI community by facilitating communication between staff and administration, and by promoting opportunities for staff advancement and recognition.”

**Welcome and Overview:** Penny Nemitz called the meeting to order at 9:10am. The goals of the annual meeting are to act on any official business, review the past year’s activities, hear areas of concern/interest, learn about other departments through speakers, and provide an opportunity to visit with fellow employees.

**Minutes:** Copies of the January 18, 2017 Annual meeting, 2017 Year in Review, and Treasurer’s Annual Report were available at the sign in table. Kayla Arnold made a motion to approve, Bill Koshar seconded, motion carried.

**Treasurer’s Report:** Mike Franks reported the beginning balance on November 30, 2016 as $7,248.58. The income for the year was $2,654.36 in apparel sales, and $5,000 from the director’s office. The total expenditures for the year was $9,613.94. The ending balance on December 30, 2017 was $5,289.00. Motion to approve by Shelly Whitworth, seconded by Gwen Zimmerly, motion carried.

**Wooster Campus Staff Council Annual Report:** Out-going Chair Martha Bollinger reported the staff council met monthly to discuss issues and plan events. Martha briefly highlighted the 2017 activities:

* Annual Meeting
* 8th Annual Chili Cook off
* Spotlight on Staff- one employee was highlighted each month
* WCSC Website
* Wooster Campus logo apparel
* Food Trucks- May, June, & July
* Published Quarterly activity updates
* Wooster Campus gives back-Secrest Gardens, Buckeye’s Bring Hope 2-day Pop Up Event for Hurricane Harvey relief, Salvation Army bell ringing
* Hosted CFAES Staff Advisory Council
* Staff Appreciation Day-Hartzler’s Ice Cream Truck
* FunFest
* Wayne County Fair Booth
* USAC Regional Campus Conference

**CFAES Staff Advisory Council:** Martha gave an overview of the SAC activities the past year including providing the ice cream for FunFest, CFAES Road Trip to Wooster Campus, staff recognition awards, professional development awards, and gave all CFAES staff members a power bank. Penny Nemitz will be the 2018 Wooster Campus Staff Council representative on the CFAES Staff Advisory Council.

Kayla Arnold briefly explained what the University Staff Advisory Council (USAC) does for all OSU staff. Kayla then introduced a representative from USAC, Tom Gessells. Tom explained that USAC is an advising body to President Drake on matters involving staff. USAC consists of 30 staff members from across the campus, including branch campuses. Each member serves a three-year term. USAC also is involved with Staff Appreciation week in the summer, hosts a hidden benefits fair in Columbus in March, held a forum with President Drake answering various questions submitted by staff members, manages a staff emergency fund, and several other activities to benefit staff.

**Recognition of new members:** Mike Jeffers (OARDC at large), Roberta Franks (District 5), Mike Franks (second term District 2)

**Recognition of Out-going members:** Cassie Sewell, Cathy Herms, and Martha Bollinger.

**The 2018 officers were introduced:** Penny Nemitz as Chair, Kayla Arnold as Chair-Elect, Jean Haught as Treasurer, and Jennifer Schrock as Secretary.

**2018 Projects**

* Reviewing Bylaws-possible redistricting to better represent staff around campus.
* Distribute WCSC brochure
* Survey of staff about possible programs and ideas for the future
* Look into ways to recognize new employees
* Movie night
* Increase campus communications
* Host some type of event Oct-Dec
* Increase collaboration with CFAES SAC & USAC

Motion to adjourn made by Kimberly Nolletti, seconded by Gwen Zimmerly, motion carried.

**Introduction of speakers:** Dr. Juliette Hanson and Biosecurity Director Seth Walker talked about the PAAR, BSL-3 facility that is now up and running. The explained why this facility is so unique to any others on campus, and some of the extra precautions needed.