

**Fernhopper and Starker Lecture Series
Administrative Coordination and Logistical Support
January 23, 2007**

With Debbie Bird McCubbin's retirement, John Bliss stepping down as faculty leader for the Starker Lecture Series, and closure of the Conference Office, we need to find a way to provide the level of administrative coordination and logistical support necessary to insure a continued outstanding Fernhopper event and high quality Starker Lectures. This proposal is driven by a need to begin Fernhopper planning as soon as possible. The proposal is as follows:

Fernhopper—

1. We turn logistical support over to the University Conference Office. This will include registration and event planning. This would not include program development. The cost is estimated to be \$5,000.
2. Utilize the Fernhopper Committee to develop the event, appointing people for each activity using one lead from the Dean's Office, probably Rose. Current Fernhopper Committee members are: Rose Lacey, Nathalie Gitt, George Brown, Jeff Hino, David Zahler, Lisa French, John Poppino, Sandie Arbogast, Kira Hughes, Caryn Davis, Leslie Nylin, and Debbie's replacement. Debbie was appointed committee chair in the fall but **a new chair needs to be appointed.** Debbie has agreed to attend meetings until her departure in March to provide continuity. Debbie has also agreed to call a committee meeting as soon as possible so that a draft program can be presented to the FEC in February.
3. Typical duties

Daytime	Evening
a. Advertising	Banquet check-in
b. Catering	Catering/Banquet arrangements
c. Registration	Program
d. Dean's welcome	Awards
e. Buses/tours	Fellowships/Scholarships
f. Lunch	Entertainment
g. Afternoon activities (quiz bowl, etc.)	
4. **Action required:**
 - a. **Appoint new chair of Fernhopper Committee**
 - b. **Designate a support person from the Dean's Office**
 - c. **Turn logistical support over to University Conference Office (\$5000)**

Starker Lecture Series—

What is needed is someone to coordinate the logistics and administration of travel, lunches, and dinners associated with the Starker Lectures. In addition, this person would coordinate needed support from the OSU Conference Office, COF Media Center, Communications Group, and Business Office. Essentially the person would be a part time assistant to the faculty leader who has overall responsibility for the Starker Lectures. The proposal is that this assistance be provided by existing staff in the Dean's Office.

The above proposal for supporting Fernhopper and the Starker Lectures is seen as a temporary measure to get us through the current year. As the budget picture solidifies later this year, we will need to explore alternatives.

Action required:

1. **Appoint new faculty coordinator NOW for Fall '07 series**
2. **Appoint staff assistant (Bliss suggests about 0.1 FTE)**