

Forestry Executive Committee Minutes
March 4, 2009
Richardson Hall 313
8:30 am – 12:00 pm

Members Present: Darius Adams, Tom Adams, Steve Hobbs, Jim Johnson, Tom McLain, and Hal Salwasser, Steve Tesch

Guests: Penny Wright, Dave Hibbs, Mike Messier, Kira Hughes, and Rayetta Beall

Members absent: Barb Bond, Roger Admiral, Ed Jensen, and Claire Montgomery

Minutes: Nathalie Gitt

FEC website: <http://www.cof.orst.edu/cof/admin/execom/index.php>

Handout Materials Provided to FEC Members:

Hardcopy from Steve Hobbs:
Strategic Planning Updated March 4, 2009 Document

Hardcopy from Steve Tesch:
Draft College of Forestry Travel Policy Statement [3.4.09]
Pre-Approval Travel Request Form
Knudson and Giustina Professors Position Descriptions
Board of Visitors Agenda

Hardcopy from Kira Hughes
2009 Student Awards Ceremony Venue Options

Announcement:

Due to spring break, the March 23rd FEC and FET meetings have been cancelled. The FEC meeting is rescheduled on March 20th from 9am – noon and the FET will be held March 17 from 9-10 am.

CoF Strategic Planning - Steve Hobbs

Steve presented to the committee the overall strategy of the strategic Planning Team and gave some updates about where the team is in the process. The Strategic Planning Team (SPT) has been collecting and analyzing various metrics descriptive of the College, information about the College's strengths, weaknesses, external opportunities and external threats, programs at other academic forestry institutions, mega trends and other pertinent information. Selected forestry opinion leaders in the state will be consulted as will

administrators in selected peer academic institutions throughout the country. The team will ultimately develop a strategic plan describing in broad terms how to move the College towards a future identity.

Decision:

The Committee agreed that the SPT should focus on goal of ensuring national and international excellence in targeted existing or emerging teaching, research, and outreach programs, define the potential for the new college and brand. Need to prioritize the opportunities and strengths of the College for the future to deal with the budget uncertainties. SPT will report back to FEC beginning of April. Other actions are pending.

Action Items:

- Need to identify topics to discuss with Luanne Lawrence who is scheduled to join us at the April 10th FEC meeting to discuss the issue of messaging/branding.
- Hal asked Steve Hobbs to email the list of the opinions leaders who will be interviewed (include Martin Goebel, Sara Vickerman, Steve Zyka, Allyn Ford, Rod Wendt).
- SPT will meet weekly and will schedule a retreat to be held in April to complete the major elements of its report.

Budget Update – OSU and CoF - Hal Salwasser

Hal provided an overview of the comments from the Chancellor and the OSU President last week at Educators Day. The basic message was that the Governor estimated that the shortfall will be 3-5 billions dollars in the next biennium. While there is some stimulus money coming, the worst case scenario with net stimulus input will be a 20% short fall for the university. In the near term, the College was asked to take another 4% budget reduction in this biennium to be implemented before June 30th. Penny Wright reported on the issues discussed at the Human Resources meeting she attended about potential pay/FTE reduction plans, furloughs, and essential travel expense reduction, and essential hiring, vacation carryovers, IT cash awards, classified internal searches, layoff process and bumping, and early retirements.

Action Items:

- Determine approach for fixed term renewal letters for FY 2010.
 - Schedule a “FEC Budget Retreat” – Jim Johnson, Tom McLain, and Steve Tesch will develop the agenda.
- Possible date: Mid April – Mid May

Definition of Essential Travel Policy - Steve Tesch/Penny Wright

The FEC discussed the travel policy and developed a plan to implement the essential travel policy as mandated by the memo from the Provost last Friday.

Action Items:

- Need approval process to satisfy the Provost's mandate.
- Pre-approval for out of state travel will be primarily screened by DH or support unit leader. Travel must be approved before purchasing tickets, etc.
- The draft travel authorization form will be fine tuned with some suggested changes.

Decision:

Steve will craft a statement to send College wide about new travel policy. New travel policy and approval requirements are effective immediately.

Spring Student Awards Event - Steve Tesch/ Kira Hughes

Options considered for the next spring student award event were a dance, a social, and a dinner. A survey was done and the dinner was the preferred option for this event. The FEC reviewed the venue options and cost estimates and discussed donors' attendance, students showcasing, and provided some guidance to Kira.

Decision:

Switch to a Tuesday or Wednesday, venue preference is the MU Ballroom.

Expected participants: students, family, faculty, donors.

Suggested that students be included in program.

Award dinner will be complimentary for award recipients and one guest. Other attendees will pay. Estimated dinner per person: \$10.

Spaghetti dinner for 150 participants catered by Valley Catering.

Others:**Annual Fernhopper Day**

This year the committee decided to hold a spring Fernhopper Day in addition to the Homecoming Fernhopper Tailgater in the fall. The format options discussed for the May Fernhopper day included a symposium, student presentations, lunch, and possible lab visits. The tentative schedule for the symposium will be from 9:00 am – noon.

Action Items:

- Schedule the event and secure the venue.
- Develop program and select target audience.
- Prepare advertisement to include in April Focus on Forestry.
- Make logistical arrangements.

Research Equipment Reserve Fund (RERF) Proposal Approval

FEC reviewed the RERF proposal to purchase a new " Custom-built centrifuge rotor used for inducing water stress on woody branches and roots of plants."

Decision:

FEC committee has unanimously agreed to provide the matching funds requested.

Action Items:

- Steve will contact the principal investigators to inform them about the approval.

COF Scholarship/Fellowship Award Levels for AY 2010

The FEC discussed scholarship endowment earnings.

Decision:

The FEC approved the reduction of the amount of awards by 25% this spring for the coming academic year.

Knudsen/Giustina Searches

FEC discussed the revision of the draft position descriptions and provisions for the Giustina Professor of Forest Management and the Knudson Professor. Application closing date will be April 10th. Anybody who is currently in the P&T process is eligible to apply if the promotion elevates their rank to the required level.

Decision:

No substantive new comments on these positions were suggested.

Action Items:

- Steve Tesch will follow-up with Loren Kellogg's committee about proceeding with the recruitment and ensure HR and AAEO are in alignment with the process.
- The announcement will be posted in COF Today.
- Nathalie Gitt will assist the committee with the logistics of interview seminars.
- Advertising and file management will be supported by the FERM office.

Board of Visitors Meeting [3/6/09]

Hal Salwasser gave an overview of the goals for the meeting on Friday. Visiting members are Larry Giustina, Robert Freres, Joseph Gonyea, Barte Starker, Ron Stuntzner, Rich Wininger, Andrew Miller, Court Stanley, Allyn Ford, and Eric Thompson. The focus for this first meeting will be the Wood Science and Engineering Department programs. The presentations will include teaching, research, and outreach. FEC members are invited to attend this meeting.