

**Forestry Executive Committee Meeting Minutes**  
**Tuesday, May 26, 2009**  
**1:30 – 4:30 p.m.**  
Richardson Hall 115

**Members Present:** Roger Admiral, Barbara Bond, Ed Jensen, Jim Johnson, Brenda McComb, Tom McLain, Claire Montgomery, Hal Salwasser, and Steve Tesch

Hal departed at 2:45 pm for another meeting.

**Member Absent:** Darius Adams

**Guests:** Eric Hansen and David Hibbs

**Minutes:** Nathalie Gitt

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

**Handout Materials Provided to FEC Members:**

- 2009 FEC Meeting Action Items Tracking List Document – Steve Tesch
- Minorities in Forestry and Natural Resources Program Proposal – Ed Jensen
- Administrative Memos #2 and #216 – Tom McLain
- 1039 Information when Relinquishing Tenure – Roger Admiral

**Announcements:**

Steve distributed a document containing a tracking list of FEC meeting action items. Members are asked to review the list periodically to ensure that action items are completed. This information will be updated and distributed at the beginning of each meeting. We will also post this info on the web, location to be announced.

Strategic Vision Feedback, Plans – Steve Tesch

The revised report incorporating the last feedbacks and comments was routed to the SVT for review for final comments due May 27. Tom McLain and Steve H. are crafting a cover letter.

**Decision**

The SVR will primarily be a report to the dean and FEC. It will be used to help guide budget process and capital campaign immediately.

**Action Item:**

The final SVT report is due on May 29 to the Dean.

Legislative and Budget Update/Strategy – Hal Salwasser/Steve Tesch

### Long Term Strategy

Hal attended a donor function hosted by Allan Ford on Thursday, May 22, in Roseburg. Hal is scheduled to attend an OSU Foundation Trustees meeting Friday regarding their endorsement of the campaign goal for naming the College.

### Short Term Strategy

On Friday, Hal started to send out requests for letters of support from the FRL Advisory Committee members, the Board of Visitors, and friends of the College. Over the next couple weeks, we hope to have a strong response of support letters to Co-Chairs with copies to the Governor, Chancellor, and President Ray.

Jock Mills is involved in organizing a Press Conference on June 2<sup>nd</sup> at the Salem Capital steps. Hal will coordinate participation of stakeholders to attend the press conference (i.e. CEO or senior vice president level people and prominent persons from family forest sector). The request is that one person is at least from the metro area. The Co-chairs budget sessions have not yet been scheduled, waiting for more information.

Katherine has crafted an initial list of contacts that she emailed to FEC members.

#### **Action Items:**

- Hal will make an inquiry to find out if there are other key legislators who should receive letters beyond the Co-chairs.

- FEC members have been asked to review the contact list to add to it (i.e. Coops).

### 1039 Appointment

Roger Admiral has created a list of information about 1039 positions. This seems to be emerging as a key tool to reduce costs at both the CoF and OSU levels.

#### **Action Item:**

- The Budget Committee will prioritize this list and fine tune the document for distribution to CoF.

### Alternative Organizational Models

The Colleges of Ag Sciences and Forestry DHs will meet to discuss alternative organizational models Saturday, May 30.

The FEC discussed principles for reorganization and merging, administrative efficiency, maintaining college identity, program excellence, degree programs, research, private support trends, and the emerging impacts of a structural change.

#### **Action Item:**

FEC members are invited to email any more thoughts to Hal prior to the Saturday retreat.

### Gift Fund Allocation and Process – DHs/Steve Tesch/Hal Salwasser

The committee reviewed the proposal for use of the gift funds. The allocation plan is as followed.

#### **Action Items:**

Wollenberg - \$50k [integrated capstone]  
RFP for \$25k/yr

Giustina, Brodie, Blackerby \$200k [existing initiatives, salaries]

BOV - \$230k

Dean's Strategic Investments - \$20k

Dean's Awards - \$10k

CoF Initiatives [ e.g. OR Inc Proposal, etc.] - \$150k [existing faculty salaries]

RFP Teaching Excellence - \$50k

Hopkins - \$165k endowment

FOR integrated introductory courses focus

1) FOR 111

2) NR 201

#### **Decision**

The committee agreed with the proposed funds allocation. The 3 criteria for the proposal selection process should include:

- Enhance experience
- Efficiency
- Continuity

#### **Action Items:**

- Hal will get approval from Larry Giustina for use of his funds for faculty salaries.
- Develop an RFP for allocation of the Teaching Excellence and Wollenberg funds.

### IWW Proposal for Funding Support – Steve Tesch/Hal Salwasser

The committee discussed the IWW proposal from John Selker that includes some CoF support to help maintain the existing framework into the future as the initial Provost's Initiative funds end.

#### **Action Items:**

- Need to find out how the other colleges are reacting to the \$15,000 proposal – Steve, Barb, Brenda
- Hal needs to have a conversation with Sabah and John Cassidy to get clarification about John Selker's proposal.

#### **Decision:**

Report back at next FEC meeting

### Diversity Recruiting and Retention Program – Ed Jensen

The College of Forestry ended the Latinos in Forestry Program at the end of 2007. A new program that would include partnering with OSU's EOP and CAMP programs has been proposed. A preliminary proposal calling for a new Minorities in Forestry and Natural Resources Program was distributed. The members engaged in a discussion about whether to go forward. There is need for prompt action because BLM has allocated \$17,000 which must be spent (or at least firmly obligated) by Sept. 09. There may also be support from Weyerhaeuser who contributed to Latinos in Forestry previously.

Several big differences between this proposed approach and the one we used for Latinos in Forestry:

- This will broaden our focus from Latinos to include other ethnic minorities.
- This will broaden our partnerships beyond OSU-Weyerhaeuser to include other organizations and agencies.
- This will broaden the COF majors involved beyond FE-FOM-FM-WSE to include the entire spectrum of students.
- This will focus on students already accepted into OSU, rather than on high school students (and younger).
- EOP and CAMP will do the recruiting.

#### **Action Items:**

If implemented, CoF will need to identify a person who will monitor these students and also some faculty mentors.

New program will need clear benchmarks and goals, as well as better visibility (website, success stories, and internships).

May be an opportunity to develop proposal for NSF grant to support new program.

Ask OSUF to find an endowment in the area of diversity to help fund program or a faculty member.

#### **Decision:**

Committee is recommending \$10k from CoF to help support program, including \$5K cash allocation, \$2500 in-kind from SS in support, and \$2500 in existing scholarship funds.

### Others

#### **Administrative Memos #2 and #216 – Department Heads**

Steve distributed two new administrative memos:

Memo#2 - Guidelines for Developing and Revising Professorial Faculty Position Descriptions and Memo#216 - Essential Departmental Expenses. The memos are posted at <http://www.cof.orst.edu/cof/admin/AdminMemos/>.

Knudson/Giustina Professorships Process Update – Steve Tesch

The positions will be filled July 1<sup>st</sup>. Candidates information is available at <http://www.cof.orst.edu/cof/admin/Professorships/>. Search committee will provide recommendations to FEC and the Dean after the reviews.

Commencement Brunch/Ceremony Update – Ed Jensen

Brunch on June 13 is scheduled at 8:00 am. The FEC members are welcome to attend the brunch and the commencement ceremony.

Dept. and CoF Academic Report Materials – Steve Tesch

The template for the OSU Annual Academic Report and the timeline for the Department and Department Head reviews for 2008-09 were distributed. The input from the Departments is due to the Dean's office on July 1<sup>st</sup>. The information will be consolidated in a final report that is due to the Provost's Office on August 1<sup>st</sup>.

Enrollment – Ed Jensen

Challenges with increasing enrollment were discussed for next fall. Ed encouraged proactive process to prepare and consider options.