Forestry Executive Committee Meeting Minutes  
Friday, July 23, 2010  
8:30 a.m. - 12:00 p.m.  
Richardson Hall 115

Meeting facilitated by Steve Tesch

List of Attendees:

Members present: Ed Jensen, Jim Johnson, Eric Hansen, Thomas Maness, Brenda McComb, Jeff McDonnell, Tom McLain, Steve Tesch, and Hal Salwasser

Member Absent: Roger Admiral

Other Attendees: David Hibbs and Kathy Howell

Meeting Handouts:

1) 07-09-10 FEC Meeting Minutes – Steve Tesch
2) 07-22-10 Action Items Tracking List – Steve Tesch
3) SACNAS Conference & REU Internship Info – Email from Martin Fisk 07-13-10
4) University Day Display and List of ideas for Prizes – Nathalie Gitt

Announcements

I. Approval of Minutes from Last Meeting
Thomas Maness requested a small change under the item “Lessons Learned at Harvard Leadership Training” on page 4. The word econometrics will be deleted. It was referring to enrollment management. Minutes from the July 9 meeting were approved.

II. Review Agenda and Status of Past Action Items
The items on the FEC actions tracking list were reviewed.

ACTION ITEMS
• Invite Bea Van Horne, PNW Research Station new Manager of Ecological Process and Function Program, to attend a FEC meeting in September or October to foster communication between the College and the Lab.

• Invite Rick Spinrad back to the College of Forestry the week of Labor Day of the week after (include Barbara Bond).

• **Curriculum Streamlining Reports**
  Ed will send his report to FEC the week of July 26.

• **P&T Guidelines**
  Steve and Nathalie will revise Memo 3-3A to reflect the P&T review changes and will circulate to FEC for feedback. Department Heads and Ed Jensen will meet to further discuss how to improve students input and guidelines to students. To report back to FEC

• **Competitive Grant Assistant Position**
  Steve to follow-up about Rick Spinrad to discuss the Research Office support for pre-award proposal process

• **Administrative Memo 208 Update**
  Send reminder about 2010-11 College Committee rotation – Due date: August 9.

• **Follow-up Conversation with BEE**
  Thomas Maness and Tom McLain met with John Bolte to continue the conversation about a potential creative realignment of BEE with a department in Forestry. The parameters/boundaries were that the individual departments continue to exist and that the financials would remain the same. One idea discussed was to create a School of Ecological and Environmental Forest Engineering, or some similar name, within the divisional framework.
  **ACTION ITEM:**
  Thomas and John Bolte will continue their discussion with the Deans. FEC will invite John and have a broader dialogue when proposal is available.

---

**Updates and Conversation with the Dean**
• Faculty Investment Initiative Decision from the Provost – ESS Positions

Hal was waiting to receive more detailed instructions from the Provost on how to formulate the search processes. Hal has asked Sonny and Mark for some input and will start identifying names for COF search committee representation and development of the committees. It is clear that the College of Forestry will take the lead on the green materials position.

Committee discussed whether or not to have separate search committees for the regional climate analysis and biophysical modeler and who should chair these committees.

Jeff encouraged using the job announcements as marketing tools. Hal added that we also needed to communicate that the two climate related job announcements this year are from a group of five positions that will be hired over the next two years. FEC discussed whether or not to involve University advancement as part as a campaign marketing strategy.

ACTION ITEMS:

Hal will start the process by sending his recommendations to Mark and Sonny about who will take the lead for lining-up some chairs for these search committees and start a conversation on who will be serving on each committee.

Hal will need to get some clarity from Sabah about the various positions FTEs.

There is a need to start a conversation soon with Rick Spinrad about start-up packages for the new hires.

III. College Strategic Recruiting and Enrollment Growth Goals—Hal Salwasser

At the last FEC meeting, the committee had a conversation on how to deploy the Board of Visitors fund for College recruitment efforts. The Department Heads met with the Dean last week to frame this discussion. At the last FET meeting, the committee decided that the College needed to address enrollment growth, goals, and strategic recruiting to come to agreements on the enrollment goals for our different degree programs and to coordinate across programs any investment that the College makes in recruiting.

The Committee agreed that the College must grow to be successful with meeting the University metrics and increase its State funding allocation. The College will
need to resolve current courses bottlenecks by either teaching more courses, changing the subject matter, discontinuing some classes, or by offering distance classes. Thomas discussed his recruiting model that would focus on building a partnership with other out of state institutions and rely on distance education for the first two years.

**ACTION ITEMS:**
Thomas’ concept to be discussed to see if it will fit or will cause stress to the other programs

**IV. College Future Directions – Brenda McComb/ Hal Salwasser**

One of the issue discussed was around the need for a better synergy between the FERM and FES departments. This resulted in a discussion about a potential new college structure that would assign administrative responsibilities for all teaching and research program administration with associate deans. The departments would evolve into entities to manage P&T, grants and contracts, etc.

The future College will need to be a compelling place for students and faculty to work and study, be perceived as vital to the state’s interests, and maintain a foundation of industry and agency support. Tom ended the discussion with his thought on the College potential growth opportunities.

**ACTION ITEMS:**
Department Heads will continue the college administrative structure conversation and prepare a concept paper on organization and responsibilities. This item will be added back to the next FEC agenda. The Dean, Associate Deans, and Department Heads will figure out how to engage the College in this discussion.

**V. Others:**

- SACNAS Conference (Sept. 30-Oct. 3) Recruitment of Minorities for Graduate Program
The College received an invitation from Martin Fisk of the Graduate School to participate in the SACNAS Conference. This is an opportunity to recruit minority students. OSU usually has a booth with handouts. This time the focus of the handouts will be on undergraduate research opportunities. Faculty members are invited to participate and submit any materials.

- **Annual Academic Report Update**
  Steve Tesch received all the units’ reports and the template instructions from the Provost’s office. The slight change is that the report has an eight-page limit.

- **University Day Prize/Display/Giveaways**
  The Dean’s Office is preparing for University Day Expo scheduled on September 23. Nathalie got some feedback from FEC about the College of Forestry display and ideas of prize. Suggested prizes were: HJ Andrews Forest visit, a cord of wood (in support of our student club); a signed copy of “Trees to Know in Oregon” and a personalized tour of the campus trees with Ed Jensen, Dendrologist to the Stars (and beyond); a basket of non-wood products; overnight stay for two at the Oregon Garden Resort including dinner and a tour of the Discovery Forest.

  **Decision:**
  The College of Forestry will use the same display as last year: “College of Forestry: Sustaining Forests, Enhancing Lives” poster.

- **Salaries Discussion Update**
  Steve Tesch, Roger Admiral, and Kim Stutzman met with Becky Warner and Jeri Hemmer from Human Resources to talk about salaries and compensation issues. Ideally, Jeri would like to see all requests for salary actions be linked to a college compensation plan. Each request must also include a justification about the rationale for a particular salary level.

  **ACTION ITEM:**
  In order to help Kim to be successful with this process, Steve is asking that the faculty provide Kim with the supporting materials needed when submitting salary proposals.

Draft minutes submitted by Nathalie Gitt and revised by Steve Tesch
FEC Website: [http://www.cof.orst.edu/cof/admin/execom/index.php](http://www.cof.orst.edu/cof/admin/execom/index.php)
Saved as T:\Groups\Dean\FEC\FEC 2010\07-23-10 FEC