

College of Forestry Executive Committee

Bi-Weekly Meeting
Friday, March 8, 2013
8:00 a.m. – 9:30 a.m.
Richardson Hall 115

MEETING NOTES

Attendance

Roger Admiral, Jo Albers, John Bliss, Paul Doescher, Eric Hansen, Zak Hansen, Kathy Howell, Geoff Huntington, Jim Johnson, Thomas Maness, John Mann, Claire Montgomery, Robin Rose, Randy Rosenberger, Laurie Schimleck, Steve Tesch

Guests: Ryan Brown, Dave Hibbs, Kira Hughes, Sue Plagmann, Amanda Landis, Jo Hulbert, Julie Larson, Max Taylor

Notes by Nathalie Gitt

The committee welcomed Jo Albers, new FEC member at large from the FES Department.

Agenda Review and Suggestions for Additional Items – *Thomas Maness*

- **Start-up for CoF new positions – Steve Tesch**
Steve will follow-up with the Department Heads on coordination to meet the deadline.

Updates and Conversation with the Dean – *Thomas Maness*

- **Co-chairs Budget and FRL Budget Update**
Dean Maness reported on his legislative visits in Salem over the last month and on the negotiation and strategy for the FRL funding. Further discussions are on-going on the implications of a cut and flat funding. Other on-going discussion is on the funding of the Forestry Education from the Harvest Tax money. The next SWPS will be held on March 27.
- **CoF Budget Update**
Dean Maness explained the negotiation process he has committed to with the Provost. He is proceeding with tracking college fund balances to identify money that is committed and resources. Department Heads will facilitate the process for alignment. This exercise will help develop a consistent approach across departments and a mechanism for traceable cost centers for a better accounting system to go forward.

Research Equipment Reserve Fund (RERF) Spring Proposals – Steve Tesch led a discussion seeking FEC concurrence on two RERF proposals recommended for CoF matching funds from principal investigators Christopher Still and Michael Wing.

Decision – The FEC approved Chris Still's RERF proposal to move forward. The recommendation from the FEC to the Dean was to defer forwarding Michael Wing's RERF proposal until the next round in the fall. The Committee felt that the proposal needed to be strengthened by the addition of co-PIs, a match from CEOAS and

COE, and addition of letters of support.

National Get Outdoors Day, June 8 – Ryan Brown gave a general description of the event and campaign, discussed the tentative plans for the College Forests activities this year and how the faculty can assist in the planning and execution of this event. Ryan also asked for ideas for financial support and a list of people to reach out to.

College Operational Policy Development – Kira Hughes distributed a summary of issues with college operations and the lack of administrative guidelines on procedures and policies, and discussed a process for FEC's approval on resolutions. The recommendations were to develop a College administration webpage, develop additional policies/administrative memos for room reservations and parking passes, and form an administrative council who will work on administrative procedures /guidelines for the College when the need arise.

Decision – FEC supported the ideas presented and the approval process.

Graduate Student Council (GSC) Update – Julie Larson and Jo Hulbert distributed a 1-pager to introduce the Undergraduate Mentorship Program that the GSC is going to implement starting in the spring 2013. The program would run on a quarterly basis. There is a need for some minimal funding for coffee gift cards and for kick-off meetings at the beginning of each quarter. Two websites were introduced: 1) about the Graduate Research symposium, <http://gradsymp.forestry.oregonstate.edu> and 2) the Graduate Student Council website at <http://gsc.forestry.oregonstate.edu>. These webpages will be linked to the CoF Graduate Program website.

FEC Special Topic Discussion – The special FEC topic discussion titled “What are faculty teaching expectations in the College of Forestry?” was led by John Bliss and Randy Rosenberger who were seeking participants input into the development of a teaching policy for the College.

Meeting Handouts

- 1) FEC Agenda
- 2) Research Equipment Reserve Fund Applications Forms for Spring 2013 – Jeffrie Husband
- 3) Room Scheduling Issues – Kira Hughes
- 4) The College of Forestry Graduate Student Council Undergraduate Mentorship Program – Julie Larson and Jo Hulbert