



Forestry Executive Committee Meeting Minutes

Friday, October 6, 2017

8:00 a.m. – 10:00 a.m.

These minutes are to accurately account for the items discussed. Please contact Nathalie Gitt if you have any questions or observe any discrepancies in the record.

Members Present: Marlys Amundson, Michael Collins, Anthony Davis, Michelle Day, Steve Fitzgerald, Rakesh Gupta, Troy Hall, Eric Hansen, Jeff Hatten, Geoff Huntington, Jim Johnson, Michele Justice, Claire Montgomery, Keith Olsen, Melora Park, Heather Roberts, Randy Rosenberger, Terralyn Vandetta, Adrienne Wonhof

Opening Remarks – Anthony S. Davis welcomed all and went over the new format of the FEC meetings moving forward. The new format is intended to make the meetings more productive and collaborative. Members will help disseminate information from the FEC back to the unit so that the information flow goes both ways to inform the entire college. Anthony welcomed any feedback. The FEC will be meeting monthly and occasionally will hold a special topic meeting.

Dean's Update – Thomas Maness was unable to attend the meeting. A copy of the Dean's Brief Letter was handed-out at the meeting.

- Forestry Leadership Speaker Series information was included in the meeting pre-read materials.
- The first FEC special topic meeting will be held on October 17, 2017 from 10–11 am, in RH 107. Adrienne Wonhof will email more information.
- Fire summit planning feedback:
 1. *Engage Steve Fitzgerald in the planning group to help guide the planning process;*
 2. *Engage the Fire NW Consortium;*
 3. *Role of forest management in fires.*

Members provided their briefs regarding pressing issues and updates in their area/unit:

Research Forests – Steve Fitzgerald

- Timber harvesting volume and revenue and research projects;
- Trespass into timber harvest units by recreationists - protocol, and discussion with trespasser to get them to understand the danger and risk;
- Conditional use permit for recreation was approved by Benton Planning Commission to improve some trails and situation at Oak Creek.

Marketing and Communications – Michael Collins

- Search for undergraduate recruiter position, 35 applicants;
- Development of prospective students advising plan and College of Forestry ambassadors;

- Recruitment and retention workgroup meetings, draft of the first goal of the enrollment management plan for doubling enrollment;
- Undergraduate awareness campaign (targeted to CoF programs, major discovery, increase web traffic, inquires, and applications). The campaign will run through December;
- OSU Branding, creation of new CoF printed materials and messaging;
- Development of COF new website, a portion of the work was out-sourced. Completion of the site is expected in couple of months.

Strategic Initiatives – Geoff Huntington

- Schedule for FSC project is ready to go out. A public event is scheduled in January for elected officials and partners; The redesign of AWP is done, the breaking ground is scheduled in March;
- Gift in kind donations;
- Blodgett Forest financial analysis; First FEC special topic this month;
- Fire Summit: More details forthcoming in a concept paper;
- A potential research investment by the state for work regarding the Elliott State Forest;
- Fiscal analyst position recruitment for the College – The position will report to the Dean and the Chief of Staff. It is designed to provide and create planning and tracking tools to use by the units and College for budget.

Research Support Faculty – Keith Olsen, Michelle Day

- Professional development funding proposed changes: One call per year in the fall; 1) Funding for workshop and conference development and delivery; 2) Paid committee service. A copy of the proposal was included in the pre-read material.

Research Office – Melora Park

- Fish and Wildlife Habitat in Managed Forests (FWHMF) research program progress report change: the RFP call for a one-page concept paper will be posted on the FWHMF research program website, the submission deadline is November 16, 2017. The technical advisory committee will review the concept papers at the November 28 progress report meeting. A subset of those concept papers will be invited to submit a full proposal to be reviewed at the February planning meeting.
- Staff change: Brett Morrisette has returned to his FRA duties in the FERM Department. Faculty should plan ahead and communicate with Melora as early as often about their major proposal submissions.

FES Department – Troy Hall

- The Tourism, Recreation, & Adventure Leadership degree program was approved. It replaces the Recreation Resource Management undergraduate degree. FES is actively marketing this program.
- FES Faculty will be participating in an upcoming Outdoor Summit, on October 16-17, 2017, CH2M Alumni Center.
- Guest speaker Francisco Valenzuela, SW Region Recreation lead, U.S.F.S. will be on campus on November 1-2, 2017. Francisco is involved with diversity in natural resources professions. He will be available to meet with faculty, and will give a presentation, and talking to classes. If anyone interested in meeting with Francisco, contact Troy Hall or Heather Roberts.

- Celebration of Life for Paul Doescher is scheduled for October 24, 3-5 PM at the Alumni Center in the Willamette room.
- The marketing report from E-campus is out and the push for America Natural Resources universities resulted in a 45% increase in the number of online NR undergraduate students and a substantial increase in FES grad programs.
- **Issues:**
 - **Need dialogue re: cap on tuition remission for graduate students;**
 - **Request on occupying space policy update and getting the Space Allocation Committee active ahead of new building coming online.**

Computing Resources – Terralyn Vandetta

- All CoF labs are back-up and running;
- Richardson 313, 203, 207 have new computers – Funded from the Technology and Computing Fund (TCF);
- All computers have been upgraded to Windows 10;
- Transition to a new print server: \\COFprint;
- Working on new online forms for adding and removing accounts; Those forms are available on the Helpdesk website;
- Digital measure enhancements for importing and searching publications, more CV options, and a more comprehensive CV report;
- New screen for Extension that will replace EVALS that might be of interest to the College for storing of information for annual reviews.

International Programs – Michele Justice

- Evaluation of the Chilean Initiative about what the program looks like in the future;
- Scholarship applications; Oversees internships for students to be extended to natural resources students;
- International Programs Advisory Committee has met recently to begin conversations on professional development, certificate opportunities and marketing strategies to continue to grow.
- Numbers of interested students pursuing international opportunities have increased and the initial funding from the Dean's Fund for Excellence is ending. Looking for funding support to continue to make these opportunities accessible and affordable to all students. Michele welcomes any ideas to grow the program funding, i.e external grants, students' opportunities with faculty, research opportunities.

FERM Department – Claire Montgomery, Jeff Hatten

- Lematta Professorship – Kevin Lyons has accepted the offer letter; Kevin's acceptance is contingent on tenure (in process) and visa processing (also in process);
- FERM Department Search – Jim Johnson will be leading the search to be launched in January. Effective January 1, 2018 Jim will serve as interim FERM Department Head;
- **Issue: Endorsement for Space Allocation Committee to be operational.**

FOBC – Roger Admiral, Penny Wright were unable to attend the meeting.

Diversity, Equity, and Inclusion (DEI) – Heather Roberts

A copy of the DEI Committee nominations status was included in the meeting pre-read materials.

- Appointed half time as the College of Forestry coordinator for Diversity, Equity, and Inclusion, effective in July;
- Meeting with Charlene Alexander, Vice President, Chief Diversity Officer to discuss CoF DEI strategic plan and to serve on the OSU Diversity Strategic Plan Committee; COF Diversity Strategic Plan will be used as a model for other College;
- Participation in campus diversity group to share resources and ideas among colleges;
- New DEI committee membership recruitment by end of October; Heather is seeking feedback about how to select members for the committee and questions to ask.

WSE Department – Eric Hansen/Rakesh Gupta

- Education Advisory Board meeting held on September 29 – main topic was new scholarship program and promotional materials;
- Wood Magic, 1100 3rd-4th graders students on campus;
- Michele Maller's change in position to Education and Internship Coordinator for WSE;
- Kichang Li received the Golden Goose Award;
- **Issue: Endorsement for the Space Allocation Committee to be operational.**

Foundation Development – Zak Hansen/ Marlys Amundson

- Highlights of annual planning: 1) Raise \$4.5 million focusing on plan giving opportunities, 2) Finish \$35 million fundraising for FSC project; 3) Raise at least \$1.5 million toward Student Success Initiative;
A copy of the 2017-18 College of Forestry Fundraising Annual plan highlights was included in the meeting pre-read materials.
- Advancement Resources Training for faculty and leadership to the College – Anyone interested to get approval from the Dean. The dates are November 7 from 10 to noon, and for those who have already attended, November 9, 1-4 pm.

Staff Affairs – TBD

Adrienne Wonhof and Penny Wright will reach out to professional faculty and staff in the College to see if there is an interest to form a staff group to discuss issues related to staff.

Student Services – Randy Rosenberger

- Student Services office new structure: Advising and Student Resources and Engagement;
- Randy's title changed to Associate Dean Student Success;
- Academic Integrity Process – new structure for academic misconduct reporting; Randy will put together a one pager to explain the process and how is the College approaching the changes.
- Lunch with Leadership has replaced the coffee with Randy Rosenberger. The first lunch is scheduled for October 17 in RH 115. This is part of the effort to engage undergrad students.
- Mentored Employment program - A copy of the details about program was handed out at the meeting.

TallWood Design Institute – Iain Macdonald was unable to attend.

Outreach and Engagement – Jim Johnson

- Completion of another edition of the Extension Fire Science Core Curriculum, Daniel Leavell led this effort with Steve Fitzgerald, Carrie Berger and the Fire Consortium;
- Forestry & Natural Resources Extension Program organizational chart – Copies of the chart were handed out at the meeting;
- CPE coordinator new self-funded position under review. Brianna Beene has accepted a new position at the College of Business.
- IUFRO Congress in Germany – Great representation from the College of Forestry; The 2018 IUFRO Board Meeting will be held in Corvallis;
- Extension new web presence and interaction with outreach and engagement links housed on the College of Forestry.

Open Discussion after Updates

- **RSF Professional Development Funding Proposed Changes**
Keith Olsen and Michelle Day provided clarification about who will benefit from the revised funding and received feedback to incorporate into their revision. There was general support for their proposed changes, with some minor revisions.
Action Item: Anthony Davis will report back to the Dean regarding the proposed changes and follow-up with FEC regarding decision.
- **Possibility of a Technology Endowment**
Expressing concerns about less or level funding from the TCF, an inquiry was posed as to whether an endowment for technology enhancements is possible. It was noted as possible and that the request would come from the Dean to the Development Directors.
- **Upkeep of Common Meeting Rooms**
A request was made for regular cleaning of College meeting rooms (Richardson Hall 115 and 107), and/or improvements to the spaces. A reminder that it is college policy for users to be responsible to clean and reset the room once done with their meetings. Vacuum cleaners are available on every floor in the WSE, FES, & HelpDesk offices.
- **DEI Committee Members**
Suggestions were provided to Heather Roberts regarding the selection and participation of members of the DEI Committee: (1) Re-engage the Strategic Planning Committee to review the nominations and provide feedback to the Dean on selection of the committee members; (2) Have a transparent process; and (3) Meaningful engage undergraduate students in focus group conversations, when appropriate to the action planning since there are none on the DEI Committee.
- **Fiscal Coordinator Position Search Process**
This is a College-wide position that will report to the Dean and Chief of Staff. The search committee is comprised of Penny Wright, Roger Admiral, Anthony S. Davis, Geoff Huntington and Adrienne Wonhof. The department heads and staff will be invited to participate in the on-campus interview process and a summary of the position and its

responsibilities will be distributed then.

- **Extension Position Associated with the TallWood Design Institute**
The position is in development, and a request for information on the position should be distributed when available.

TOPIC OF THE MONTH

College Goals for 2017-18 – Anthony S. Davis, Geoff Huntington

Dean Maness' goals were shared with the group. (Copies of College Goals were included in the pre-read materials). The group was asked to identify where each unit can contribute, and to consider how to report back to the Dean on year end accomplishments related to these goals. The group discussed what jumped out as a high priority and what hurdles will need to be overcome.

- Goal IV – Internationalize the College of Forestry with emphasis on the Pacific Rim.
The group discussed ideas on the “right” level of international engagement for the college; considered whether the offerings for international opportunities were regular; and whether we are missing any opportunities, like formal exchange programs or preparatory language skills.
- Goal II – Expand the impact and relevance of College of Forestry’s Research through public/private partnership and outreach.
The group discussed whether we could structure internal calls not to cause undue competition amongst faculty for the same funds and against external calls.
- Goal V – Ensure the long-term financial stability of the College of Forestry with facilities necessary to grow the College.
The group considered possibilities regarding engagement with the conservation community, and broadening funding from the traditional wood base core. A need for re-connecting with NAUFRP Board on national priorities (Farm Bill, McIntire Stennis) was also expressed.
- Goal III – Drive the College of Forestry toward a more diversified, pluralistic college community grounded on collegiality, respect, and commitment to excellence.
The group espoused the need for developing College guidelines for P&T evaluation criteria for faculty contributions to DEI programs and initiatives of the College and University.
- Goal I – Strengthen the College of Forestry’s commitment to academic excellence in support of our student’s lives and careers.
The group noted that retention is just as important as investing in recruiting, and that a strong advising presence, and tracking students’ completion rates are also key. The group endorsed addressing the tuition differential for out of state students.

NEXT STEPS:

- ***Decision required for the RSF Professional Development Funding Proposal Change - Recommendation to support this change will be forwarded to the Dean.***
- ***The Space Allocation Committee will need to be convened soon.***