



**Oregon State  
University**

**College of Forestry Dean's Office**  
Oregon State University  
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Corvallis, Oregon 97331

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**Forestry Executive Committee Meeting  
Agenda for April 4, 2018**

9:00 – 11:00 a.m.

Richardson Hall 115

9:00 am        **Opening Remarks & Updates from the Dean's Office** – Anthony S. Davis

9:10 am        **Pressing Issues/Important Updates**

**Safety** – All

**Outreach and Engagement** – Jim Johnson

**Foundation Development** – Zak Hansen

**WSE Department** – Eric Hansen, Rakesh Gupta

**FOBC** – Roger Admiral

**Diversity, Equity, and Inclusion** – Heather Roberts

**International Programs** – Michele Justice

**FERM Department** – Jim Johnson, Jeff Hatten

**Computing Resources** – Terralyn Vandetta

**FES Department** – Troy Hall, Steve Strauss

**Research** – Melora Park

**Research Support Faculty** – Michelle Day, Keith Olsen

**Forest Service, PNW Research Station** – Paul Anderson

**\*Student Services** – Randy Rosenberger

**Strategic Initiatives** – Geoff Huntington

**TallWood Design Institute** – Iain Macdonald

**Marketing and Communications** – Michael Collins

**Research Forests** – Steve Fitzgerald

10:00 am        **Open Discussion after Updates**

**\*New Administrative Memo #131: Shared Shop Use Policy**

10:20 am        **Topic of the Month: Annual Reviews of College Leadership:** How do you want to contribute to annual evaluations of the College leadership? What processes and expectations do you – and your colleagues - want to include as we develop a more intentional review process? – Anthony S. Davis

10:55 am        **Wrap-up**

11:00 am        **Adjourn**

*\* Attachments Included*

<b>ACTION ITEM TRACKING</b>	
12/11/17	Predatory Journals and Academic Ranking Metrics Discussion
2/7/18	Engagement w/Outside Organizations - Department Heads

<b>IMPORTANT DATES</b>			
<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
4/9/18	All-College Meeting	9-11 a.m.	MU Ballroom
4/13/18	Western Forestry Graduate Research Symposium	8 a.m. – 5 p.m.	Richardson Hall
4/5-6/18 4/10-11/18 4/17-18/18 4/24-25/18	FERM Dept. Head Candidates Seminars and Interviews Schedule: <a href="http://www.forestry.oregonstate.edu/FERM-DH-Search">http://www.forestry.oregonstate.edu/FERM-DH-Search</a>		Richardson Hall
5/2/18	FEC Meeting Special Topic: Supporting the LGBTQ community in College of Forestry with Cindy Konrad, OSU Pride Center	9-11 a.m.	Richardson Hall 115
5/10/18	BoV/IWFL Board Meetings	TBD	TBD
5/11/18	LATINX Summit	8 a.m. – 3 p.m.	CH2M Hill Alumni Center Ballroom

# COF Student Clubs & Organizations

## Reorganization & Structure Changes

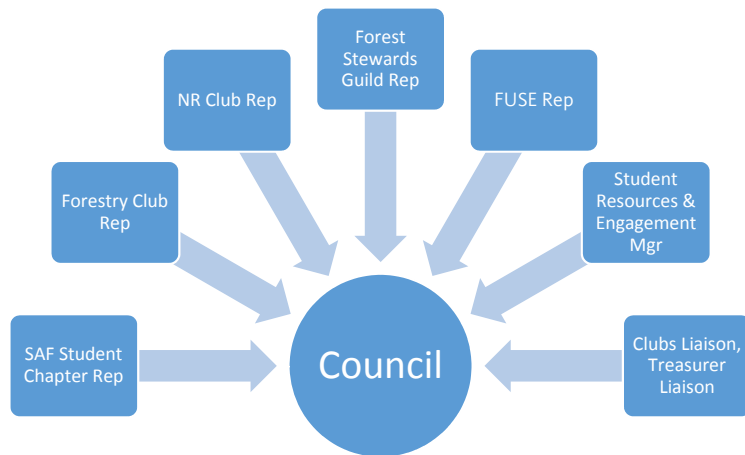
### **Council of Student Organizations**

- Council functions as a Departmental Sponsored Organization (DSO) through OSU's Student Leadership & Involvement
- Council is an integrated part of CoF and is required to adhere to the same state regulations as departments and units
- Clubs continue to receive sponsorship through the CoF
- Clubs retain MU account, constitutions, student governance
- CoF gains increased club assistance at events
- Effective with start of 2018-19 academic year

### **Benefits to Clubs**

- Increased College-level guidance & oversight
- Access to funding sources run exclusively through the Council (*departments will no longer be ask by individual clubs to support activities, etc.*)
- Assistance with club budgets
- Assistance with improving accountability and in meeting reporting requirements
- Assistance with ensuring members safety and reduction of risk (OSU Waiver of Liability forms)
- Assistance meeting SLI's requirements
- Better and more regular membership drives
- Assistance maintaining consistency through transitions
- Assistance reducing cyclical ups and downs of club activity and membership
- Council members receive small stipend each term
- Improved communication within and between the clubs
- Access to educational opportunities (leadership, meeting facilitation workshops, etc.)

## COF Student Clubs & Organizations Council Membership & Requirements



- Clubs must annually renew sponsorship status with SLI
- Clubs must write a letter of intent to join/remain in the Council
- Council representatives attend monthly meeting
- Each club will engage in at least 3 of the following CoF/OSU activities:
  - SAF Job Fair (have at least 2 *volunteers at event from each club*)
  - Federal and State Employer Panels
  - Lunch with Leadership
  - Beaver Community Fair
  - Annual Ring
  - Alumni Tailgater or similar Dean's Office event
  - Club-specific educational activities –seminars/speakers/conferences, etc.
- Clubs will engage in each term/year:
  - One membership drive (year)
  - One fundraiser (year)
  - Sponsor at least one workshop/prof. development event (year)
  - All officers/all clubs engage in a CoF Student Clubs meeting (year)

# CAREER DEVELOPMENT DAYS

Visit with and learn from  
local, regional, and  
national employers!  
Enhance your skills,  
engage with employers,  
and energize your job  
search and your career.

TU, WED, THURS  
APRIL 17-19

8:30AM - 4:30PM TU & WED  
11:00AM - 2:30PM THURS

MEMORIAL UNION  
ROOMS 206, 207, 208

Free networking lunch each day from  
12:00 -1:30 p.m. in MU 207 for students,  
presenters, CoF faculty & staff!

## SCHEDULE OF EVENTS

### Tuesday, April 17, 2018

9:00 a.m. - Employer Information Session: Timber Products Company, John Underwood, Human Resources Manager

10:00 a.m. - Workshop: *What Are Employers Really Looking for in Your Interview?* - Sean Hart, Area Manager, Georgia Pacific

11:00 a.m. - Employer Information Session: U.S. Forest Service, Jeanna Ramos, Equal Employment Specialist

1:30 p.m. - Workshop: *Problem-solving and Creative Solutions in the Workplace* - Fred Pfund, Forester, Starker Forests

2:30 p.m. - Employer Information Session: Oregon Parks & Recreation, Jennifer Godfrey, Park Naturalist Interpreter, Detroit Lake State Park

3:30 p.m. - Workshop: *Building Your Career From the Ground Up* - Todd Payne, President & CEO, Seneca Jones (Seneca Family of Companies)

### Wednesday, April 18, 2018

9:00 a.m. - Employer Information Session: Brooks Tree Farm, Kathy LeCompte, Owner

10:00 a.m. - Workshop: *Effective Communications Skills in the Workplace* - Inka Bajandas, Public Outreach Manager, Oregon Forest Resources Institute

11:00 a.m. - Employer Information Session: AKS Engineering, Bruce Baldwin, Engineering Technician & Arborist

1:30 p.m. - Workshop: *Beyond OSU: How OSU Can Help Your Post-graduation Employment Search @ Career* - Yuliya Dennis, OSU Alumni Association and Britt Hoskins, Career Development Center

2:30 p.m. - Employer Information Session: Green Diamond Resource Company, Laura Baltadonis, Senior Human Resources Business Partner

3:30 p.m. - Workshop: *Successful Collaboration in the Workplace* - Melissa Yamamoto, Assistant Director of Leadership Development, OSU Student Leadership and Involvement

### Thursday, April 19, 2018

11:00 a.m. - Workshop: *Everything You Need to Know About Social Media and Your Career* - Jenna Riccolo, OSU Career Development Center

1:30 p.m. - Workshop: *Staying Organized @ Maintaining Flexibility to Adapt to a Changing Environment* - Valerie Johnson, CEO and co-owner, DR Johnson Lumber Co.

[studentservices.forestry.oregonstate.edu/sre/  
student-events-activities](http://studentservices.forestry.oregonstate.edu/sre/student-events-activities)



## **Administrative Memo #131** **SHARED SHOP USE POLICY**

February 26, 2018

This policy applies to all shop spaces controlled by the College and units within the College.

### **PRINCIPLES FOR SHARED USE**

With the College's shift from a model of service-oriented shops towards one that is aimed at supporting teaching, outreach, and research, collaborative use of shops and studios is essential. These are designated as shared working spaces and users are expected to adhere to negotiated schedules for use in a collegial manner with other employees and students. Shops are not allocated to any one person, but to all College personnel with a need to utilize the space and equipment. No one user has the authority to grant or deny access to a space assigned, except for the Dean.

The schedule of use will be provided well in advance of the oncoming term to all users. The schedule will be drafted by the Director of Operations in consultation with Department Heads, and will be approved by the Dean or Dean's delegate. In general, classes and instructional use will be prioritized over College projects and maintenance.

Only the assigned user(s) of the space may occupy the shop during their assigned time. Other users may not use the shop during another user's time, even if they feel it will not impact the other user. It is imperative in shared space agreements for users to respect the schedule, their fellow employees and students, and the rules of the shop.

Any deviance from the schedule will not be allowed without the express written consent of the supervisor of the assigned user. In the case of instructional or research assignment, other users must gain from the relevant department head; in the case of Projects & Maintenance assignment, other users must gain consent from the Director of Operations or Dean.

Students may use shop space only when enrolled in a course that requires shop use or has a shop use fee, including independent study courses, or when assigned to a research project by a College faculty member. Outside of class schedules, students may use the shops only during open shop hours. Student must be properly supervised by an instructor, staff, or other student who has the responsibility to monitor the shop safety – this safety monitor must not work on their own projects, but must be solely focused on others using the shop safely. Department Heads are responsible for ensuring a safety monitor is in place for all open shop assignments. Students are never allowed to use the shop(s) alone.

Use of any shop or equipment for personal use is prohibited at all times unless the Dean has provided written consent. Shops are for use by students, researchers, and faculty of the College for the purposes of instruction and research only. Students may make personal products if enrolled in a course or independent study. Faculty or staff may use the shop for extended education workshops with the consent of their department head and only when the space is unassigned.

## **SAFETY AND CLEANLINESS**

The College aims to model best practices for all of our students, and implementing proper safety/cleanliness protocols in a working shop environment is critical in this regard. Beyond physical safety, the College serves as a place of creativity and learning which requires the attention of staff, instructors and students.

All shops must have emergency safety information and protocols posted clearly in every space.

Users must secure and lock the shop space at the end of use.

All users must have passed all applicable safety training for every piece of equipment in the shop. This includes students and research assistants; it is the responsibility of both the student/research assistant and the instructor/supervising PI to ensure students have completed safety training.

All shop spaces should be clean and available for immediate next use. That means that at least 30 minutes prior to next assigned use, the previous user must put away all materials and tools in the appropriate storage area, make sure equipment and work surfaces are clean and free of debris, and sweep or clean the floor to ensure it is safe and free of obstruction. No open containers should be left in shared spaces or on shared work surfaces.

All chemicals, brushes, rags, and trash should be stored and disposed of properly according to safety guidelines. Never should combustible material be placed in bins amongst dust and wood scraps. Sharps should be disposed of safely in sharps containers. Food or drink are generally not allowed in shop spaces unless an area is clearly marked for such use.

Equipment must be stored properly by each user. Any damaged or defective equipment should be removed from use and immediately reported for repair.

## **GRIEVANCES OR DISPUTES**

Any user should bring forward issues related to shared shop space either to their supervisor or directly to the Dean's Office for resolution. Early reporting of issues is encouraged to avoid ongoing dispute between users.

### **Approval:**



Anthony S. Davis, Acting Dean

2/28/2018

Date