OA Council Meeting Minutes January 15, 2004

2:00 – 3:00 p.m., EMU Umpqua Room


Absent: Donna Winitzky (excused)

Other Attendees: Fred Tepfer

1. Review of minutes from December meeting [10]
   discussion of incomplete items and corrections

2. Review of December meeting discussions [10]:
   a. Mission statement: Todd will post revised statement
   b. Goals for 2003-04: will send Linda King a list of our goals (not yet prioritized);
   c. Subcommittees for projects and events: reviewed subcommittees – added
      Website committee (Kathy, Fred, Todd) and Orientation committee (Donna, Todd, Annie, Chris);
      agreed to do Brown Bags each term
   d. Other

   Tuesday, February 17th, 10:00 a.m.-12:00 p.m., Browsing Room, Knight Library
   a. Room reservations and set up: 50 seats/20 extra chairs; schedule flip charts
   b. Catering—Todd has made reservations with Catering for light refreshments
   c. Other: Marilyn will invite VPs
      Game Plan: Introductions; re-cap accomplishments; VPs give a short presentation on issues
      affecting their areas; speak to morale issues; break into small groups with a facilitator with one
      or two prompts for discussion

4. Discussion/updates on other issues and events [15]
   a. Kathy Cooks’ request for OAC members to participate in/provide feedback on web-based training presentation, Tuesday, Feb. 3rd, 12:00-1:00 p.m., Umpqua Rm.
      The council discussed our role as being participators (not advocates)–contact Kathy Cooks for more information.
   b. HR request for OA volunteers to serve as mentors for classified employees who have completed supervisor trainings
      Council members did not feel it was appropriate for OAC to recommend potential OA mentors;
      Kathy, Marilyn and Chris volunteered to serve as mentors
   c. Updating OAC website: hopefully have this done by the end of winter term; Linda King from HR
      has agreed to pay for Todd’s student tech to revise the site; Fred or Mick will help maintain the listserve
   d. Fred -- Annual Report for 2002-03: discussion on how best to distribute the report; PDF on website; send out notice with link; central administration hard copies; have some available at the Annual Meeting
   e. Other
      reminder to OAs that they must have their PAC code to vote in the election(s)
      update meeting times;
      Brown Bags: late Feb/early March Directions speaker; OA challenge—Ernie Pressman

5. Recap/review/next steps/next meeting's agenda [5] pin down timeline for the OA project