Officers of Administration Council  
Meeting Minutes  
Wednesday, April 13, 2005  
1:30-2:30 Umpqua Room

Members present: Marilyn Reid, Abe Schafermeyer, Chris Loschiavo, Janice Langis, Kathy Cannon (notetaker)

Members absent: Annie Bentz, excused

Others present: Linda King

**Agenda**

1) **Announcements**  
Employee recognition awards ceremony April 26th. Council will sign cards to OA recipients.

2) **Open Discussion with Linda King**  
The OA Task Force subcommittee met to identify issues to bring to Linda's attention for possible follow-up by the Task Force. Issues identified:
   - Evaluations/performance appraisals – are requirements clear? A letter from Linda about the importance of evaluations on the website. Linda will do a yearly reminder with more weigh in from the VPs;
   - Comprehensive review – not formalized for consistency; how are they tracked? – suggested that VPs could track through the contract process;
   - Brown bag for OAs to bring awareness of potential increases?
   - Vacations – memo encouraging Directors to allow/encourage OAs to take vacations; change OARs – need to craft guidelines and run feasibility by the President's Small Executive Staff (PSES); suggested we draft a letter to Dan Williams before his departure.
   - Sabbatical/paid leave “professional development” (no education)
   - Sick leave (add section from Faculty Handbook regarding borrowing 520 hours of sick leave to the Q&A section of the website)

3) **Miscellaneous Business**
   - Abe reviewed list of nominations for OA Council elections
   - Brown Bag subcommittee will convene to set next presenters
   - OA Recognition ceremony April 26th