Officers of Administration Council

Meeting Minutes

Wednesday, November 14, 2007

1:30–2:30 p.m. EMU Alsea Room

Members present: Ceci Lafayette, Shelley Elliott, Kathy Cannon, Rachele Raia, Cynthea McIntosh

Members not present: Kat Kordon

Others present: John Crosiar, Linda King, Marilyn Reid, George Helbling, Martina Armstrong, and Carol Kleinheksel

Agenda

1) ANNOUNCEMENTS
   a. Review past minutes—October
   b. Move to December meeting—no minutes available

2) BUSINESS
   a. New OAs—what is process to add to OA lists (with unsubscribe)
      i. Ceci talked with Joan Walker in OHR. The OA chair will request names of employees hired into OA status (e.g. new hires, transfers) each year on September 1, November 1, and February 1 from Joan in OHR. These employees will then be added to the OA news list with an introductory e-mail that will allow them to unsubscribe if they wish.
   b. OA Annual meeting 10/20/07—debrief
      i. It was generally felt that the annual meeting was not well attended either by OAs or VPs.
      ii. A suggestion was to build a more focused and targeted agenda that would be sent out with the invitation to attend.
      iii. A suggestion was made to make more direct contact with VPs and their executive assistants and to get R.S.V.P.s from VPs who plan to attend.
      iv. To address concerns that some OAs might have about raising questions in person in the presence of top administrators on sensitive or controversial topics, a suggestion was made to use the OA newlist to solicit questions ahead of the meeting that could be presented anonymously by council members during the meeting.
v. It was decided that moving away from the Years of Service event would be wise and to look instead at a date after the third week of January or into early February. Ceci will talk to Carol Rydbom in the President's Office to see if that would work with the president's calendar.

c. Brown Bags
   i. It was decided to move the brown bag regarding OA policy review (timely notice being the current review) to the January brown bag, as the reviewing committee will not have met again until then, and there is no new information. Some discussion about the committee came up and Linda King stated that due to the communication of the July memo from Linda Brady and the reaction to that, the committee has decided to slow down the process. There will be more information after the committee meets again.
   ii. Shelley Elliott will invite Kevin Williams and Doug Tripp to the November brown bag.

d. Christmas Eve—follow up and what about 2008
   i. An e-mail was recently distributed advising that campus will be closed this year on Monday, December 24. It was noted, however, that there was no mention of an ongoing policy for office closure options on the day before Christmas.

e. Website—how soon can we get updated?
   i. There is a concern that as we have our new OA orientation and annual meetings, we are putting out the webpage link, and at this time, it is very out-of-date (2004) and does not bode well for anyone who wants to get good current OA information.
   ii. It was suggested that we outsource this task to have a web-friendly tech person assist us with getting our page updated and in compliance with UO web guidelines. Rachel will ask Ben Brinkley of CAS if he is interested and if so, he will attend our December meeting to discuss with us.
   iii. Cynthea volunteered to be a back-up (to Kathy Cannon) for maintenance of the website.

3) MISC
   a. A suggestion was made to arrange meetings for the OAC with Linda Brady and Frances Dyke in the next month. Ceci will make those contacts. (These would be two separate meetings.)
   b. An announcement was made that the UO is in final interviews for a Professional and Organizational Development Administrator (new position) that will oversee campus-wide training (title?). Linda King is
on that search committee and will make sure OAC is invited to the interview presentations.

c. Campus guest speakers—next step is to decide on topics—OA survey?
   Discussion on this to continue.

4) **FUTURE DATES TO REMEMBER**
   a. **Next OAC meeting**—December 12, 109 Friendly
   b. **Brown Bag, November 29**—location TBA