Officers of Administration Council
Meeting Minutes
Wednesday, April 8, 2009
1:30–3:00 p.m. 109 Friendly

Members Present: Shelley Elliott, Linda Leon, Tenaya Meaux, Rachele Raia, Cynthea McIntosh, David Espinoza
Others Present: John Crosiar

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES
   • Meeting minutes from 3/11 - posted on OAC website--done

2) BUSINESS
   • Professional Development Speaker: next steps
     o Email (prime the pumps) from Greg along with message from HR about waiting list if applicable—who is doing this?
     o Email circulation for oanews announcement due out by 9 a.m. Thursday (Tenaya—sent out 4/9)
     o Online feedback form and associated email to participants immediately after the event—who is doing this? Coordinate with Greg Bell so responses are useful to him too?
     o OAC to introduce Greg Bell (with thanks to Pam, HR, Finance and Admin)—AM Session: ???; PM Session: ???; someone needs to communicate to HR that OAC will do introductions
       ▪ Tabled for discussion at next meeting
   • OA Policy committee update (L. King)
     o Survey comment summary posted, but not yet announced. (Linda King supposed to send an email announcing…check status of email announcement at next meeting.)
     o Add link to website to HR stuff (Tenaya posted under “Goals” in “About Us” page on 4/9)
     o Subcommittees supposed to meet and deliver updates by end of April.
   • OAC Website changes, intranet and wiki (Tenaya)
Changes approved, work with Ben and get billed before June 30 (Tenaya meeting with Ben on 4/13 to explain changes)

- Explained how wiki and intranet basically work and announced that Web Instructions are now documented and posted to the intranet site. (Everyone should check out the intranet site now.)

- Meeting with Frances Dyke (follow up)
  - Positive meeting overall; no follow up necessary

**08-09 OA Conversations update (tabled until next meeting)**

- OA voluntary furlough/donation plans—early April OA Conversation with Linda King and others?
- Tim Black is still a possible presenter on legislature update
- Could invite Linda King to give presentation on OA Policy
- Review updates/progress in spring term

- Status check on OAC goals
  - Tabled for future meeting

- Elections planning:
    - OAC members to recruit a few more folks
  - Meet with new UO President during Summer 2009?
    - Tabled until next meeting

3) MISC

- OA representatives: added to list serve; need to add to OAC website (Cynthea did list serve weeks ago, Tenaya added to OAC website on 4/9)

- New OA lists from HR requested on a quarterly basis to update oanews. Next request to occur in early April for the period 12/1/08-3/31/09.

**FUTURE DATES TO REMEMBER:**

- **OAC Nominations due:** April 17, 2009
- **OA Council work session:** April 23 in 211 Health Center, 2:30-3:45
- **OA Council Meeting:** May 13, 2009 in 109 Friendly, 1:30-3:00
- **OAC Professional Development:** May 27, 2009, Gumwood Room
- **OA Council work session:** May 28, 2009 in 109 Friendly, 2:30-3:45
- **OA Council Meeting:** June 10, 2009 in 109 Friendly, 1:30-3:00
- **OA Council work session:** June 25, 2009 in 109 Friendly, 2:30-3:45
- **VPFA Large Group Meeting:** July 8, 2009, JHCR, 8:30-10:00 (David to attend)
- **VPFA Large Group Meeting:** September 18, 2009, JHCR, 8:30-10:00 (David to attend?)
- **New OA Orientation:** September 23, 2009 (OAC and OA reps)
- **OAC meeting with other OA reps:** September-October, 2009
- **VPFA Large Group Meeting:** November 13, 2009, JHCR, 8:30-10:00 (Linda L. to attend?)