Officers of Administration Council
Meeting Minutes
Wednesday, December 10, 2008
1:30–3:00 p.m. 109 Friendly

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

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES
   • Meeting minutes from November 12th meeting approved. Tenaya to send to Cynthea for posting online.

2) BUSINESS
   • Faculty governance proposal follow-up: None needed at this time.
   • Goals for 2008-09 OAC: posted on website
   • Confidential site needed on OAC website - update from Rachele (cost of wiki): Rachele touched base with Ben but has no update yet.
   • OA Policy committee update (Linda King):
     o Next steps:
       ▪ Linda King will send out email that survey results are online.
       ▪ Shelley will go with Linda to leadership groups who have major OA supervisory duties to discuss how OA policies impact people who supervise OAs.
       ▪ Pulling together existing policies (next mtg is on December 19) and research of policies at other institutions so that after the first of the year, policy decisions will be clustered and suggested.
       o Maria provided feedback on the survey instrument
         ▪ Leading questions, test/retest reliability test (not apparent in the instrument), validity score missing. Neither agree nor disagree was rather large in the survey results (which says that they don’t have an opinion). 44% response rate seems insufficient.
The UO can go to OUS to ask for institutional latitude or for agreement on OUS policy changes. Discussed clustering policies by UO, OUS, State of Oregon, associated with suggested changes. Draft policies should be shared with OAs for comment (potentially via web blogs). Periodic (five to ten years) OA policy review should be operationalized. Policies should be handed out to all current and new employees (upon hire). New policies should be open for review for at least two weeks before being codified and notice should be sent out when new policy is drafted.

11/14/08 VPFA meeting summary (Shelley)
- November 14: Input solicited from attendees of the VPFA leadership meeting about OA policies that inhibit and support UO leadership, and what the challenges are in supervising OAs.
  - lack of clarity in policies, workload, “8 to 5 world”, sick leave, terms of employment with contracts (should the OAC follow up with Sonia?), training program, bonuses, flexibility for conferences and training workshops.
- Portland program is going well, though it is in a rougher neighborhood. Video conferencing needs are being addressed as a university.
- 0.75% cut in UO budget. SEIU bargaining agreement coming up. No word yet on salary freeze, but will be dependant upon state funding. Forecast is down, rainy day fund can be used up quickly. There was a request for surge funding for next year.

Connecting with UO Senate and FAC OA representatives
- How do we have better communications with the OAs on those committees? Set up annual meeting with these OAs, what roles do they have in those groups? Box lunch in 109 Friendly, shoot for mid-March. Shelley to send out Doodle. Monthly agendas sent to these OAs too asking them to let us know if there is any convergence or input that they have based on their roles in other representative groups.

Next meeting with Frances Dyke: Fall, Winter, Spring meetings. Shelley will set up a winter meeting with all of us.

3) MISC
- Bring speakers to campus 08-09
  - Funding is available through HR per Linda King
  - Check with Pam Farmer for topics and/or speakers: David sent email to Pam Farmer to ask her to partner with us to bring a high caliber speaker for OA professional development. Linda to talk to Pam and have Pam contact David.
- Christmas Eve Holiday
Memo out from Francis via email and out on web. This should become part of the regular process from year to year according to Linda. Information was collected by Marty in spreadsheet, Linda posted on web and distributed email. Linda King will send out the spreadsheet to OAC. Memo to Francis and c.c. Linda King, Marty that this was good and we hope this becomes operationalized for years to come. (Draft to start with Shelley.)

- 08-09 OA Conversations update (David and Rachele):
  - December 3 w/ Linda King
    - Linda King has list of ideas that sounded good to her (King, send out email of good ideas to OAC supplemented by Cynthea and Shelley's notes)
    - Web blogs, etc.
  - David and Rachele responsible for being at OA Conversations Series (at OA Luncheons) and will let rest of OAC know if unable to attend. Other OA members have on their calendars when possible.

4) OTHER ANNOUNCEMENTS
- Request list of new OAs from Linda King for the period Sept 1, 2008 through Nov 30, 2008. Use this list to update oanews on a quarterly basis. Linda to look into how the OA list works for the one she has, Cynthea to work with Spencer, Linda will send updated list to Cynthea.
- Add to next meeting agenda: discuss Russ Tomlin coming to an OA meeting

Future dates to remember:
OA Conversation (Paul van Donkelaar): Jan 13, 2009, Gumwood Rm, Noon-1:00
OA Council, next Meeting: Jan 14, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: Jan 28, 2009 in 109 Friendly, 1:30-3:00
OA Conversation (Robin Holmes): Feb 10, 2009, Maple Room/EMU, Noon-1:00
OA Council, next Meeting: Feb 11, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: Feb 25, 2009 in 109 Friendly, 1:30-3:00
OA Council, next Meeting: Mar 11, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: Mar 25, 2009 in 109 Friendly, 1:30-3:00
OA Council, next Meeting: Apr 8, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: Apr 22, 2009 in 109 Friendly, 1:30-3:00
OA Council, next Meeting: May 13, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: May 27, 2009 in 109 Friendly, 1:30-3:00
OA Council, next Meeting: Jun 10, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: Jun 24, 2009 in 109 Friendly, 1:30-3:00