Officers of Administration Council
Meeting Minutes
Wednesday, February 11, 2009
1:30–3:00 p.m. 109 Friendly

Members Present: Shelley Elliott, Linda Leon, Tenaya Meaux, Rachele Raia, Cynthea McIntosh
Others Present: John Crosiar, Linda King (until 1:50 p.m.)
Excused: David Espinoza

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES
   • None to review; meeting minutes from 1/14 posted on OAC website

2) BUSINESS
   • Professional Development Speaker: next steps
     o We will move forward with Greg Bell
     o Funding from Francis Dyke
     o Email marketing (Cynthea and Tenaya)
     o Poll afterward acknowledging assistance and asking for feedback for the new program (Tenaya via survey monkey)
   • OA Policy committee update (Linda King)
     o Provided leadership summary comments for OA Employment Policy Review
       ▪ Draft clarification to Provost Bean (Shelley and Cynthea)
     o Update on committee progress
   • Confidential site needed on OAC website - update from Rachele
     o Rachele authorized and wiki soon to be up for OAC to use
   • OAC Website changes (Cynthea)
     o Cynthea omitted archived email function from OAC site
     o Rest was tabled until next meeting
   • UO Senate/FAC OA representatives on Feb 4th – follow up
Terrie Minner appointed to open seat (Academic Advising)
- Notify her that she will now be included (Shelley)
OAreps listserv to include all OA representatives from FAC, UO Senate, OAC, etc. (OAC listserv to include only OA council members) (Cynthea to create lists)
Agendas for meetings with Frances Dyke
- Meeting to be set by Shelley soon (waiting for notice from David who is currently unavailable)
08-09 OA Conversations update
- Robin Holmes: may need laptop (Linda Leon to follow-up)
- Possibilities discussed:
  - April meeting-Tim Black, Government Affairs update
  - Summer (networking, brainstorming, and OAC goal setting), re-think standard summer social
  - Fall: Academic Plan and Branding Plan updates or New President

3) MISC
- Terms of Employment with contracts
  - Bring up with Francis Dyke (transparency issue)

4) OTHER ANNOUNCEMENTS
- New OA lists from HR requested on a quarterly basis to update oanews. Cynthea to check with Spencer to see if this can be automated.
  - Tabled until next meeting

Future dates to remember:
OA Conversation (Robin Holmes): Feb 16, 2009, Gumwood/EMU, Noon-1:00
OA Council, next work session: Feb 26, 2009 in 109 Friendly, 2:30-3:45 p.m.
OA Council, next Meeting: Mar 11, 2009 in 109 Friendly, 1:30-3:00 p.m.
OA Council, next work session: Mar 26, 2009 in 109 Friendly, 2:30-3:45 p.m.
OA Council, next Meeting: Apr 8, 2009 in 109 Friendly, 1:30-3:00 p.m.
OA Council, next work session: Apr 23, 2009 in 109 Friendly, 2:30-3:45 p.m.
OA Council, next Meeting: May 13, 2009 in 109 Friendly, 1:30-3:00 p.m.
OA Council, next work session: May 28, 2009 in 109 Friendly, 2:30-3:45 p.m.
OA Council, next Meeting: Jun 10, 2009 in 109 Friendly, 1:30-3:00 p.m.
OA Council, next work session: Jun 25, 2009 in 109 Friendly, 2:30-3:45 p.m.