Officers of Administration Council
Meeting Minutes
Wednesday, March 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
Excused: David Espinoza

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES
   • Review completed and meeting minutes from 2/11 posted on OAC website

2) BUSINESS
   • Professional Development Speaker: next steps
     o David proposed the morning of March 18 or 19th for conference call with Greg Bell. Waiting to hear back from Greg Bell.
     o HR and Francis Dyke paying for all costs
     o Sign up/RSVP will be via HR website
   • OA Policy committee update (L. King)
     o Summary (incl. write-in comments) now online
     o Work plan draft shared for comment
     o Only 4-5 timely notices given annually or less than 1% of OA population
   • OAC Website changes (Tenaya)
     o Tabled until next meeting
   • Agenda for meeting with Frances Dyke
     o Rescheduled 3/30 meeting to April 8, 10 a.m.
     o Agenda to be created at next work session
   • 08-09 OA Conversations update
     o Tim Black is still a possible presenter on legislature update
     o Could invite Linda King to give presentation on OA Policy
Review updates/progress in spring term
• Follow up on 3/10 meeting with Presidential Finalist
  o Drafted feedback for the chancellor

• Status check on OAC goals
  o Tabled for future meeting

• Elections planning:
  o Linda Leon will receive emails for nomination for OAC council
  o Deadlines for OAC nominations and voting deadlines (Linda Leon sent email to Gwen Steigelman- nominations deadline is April 17, Gwen needs to delivered to Tim Ketchum early the following week.)
  o Late March - sent out call for nominations two weeks prior to nomination deadline. Set nomination deadline for shortly before an OAC meeting so nominations can be reviewed.

• New OA Orientation:
  o Scheduled for Tuesday, September 23 pending confirmation from the OAC

3) MISC
• OA representatives: add to list serve and OAC website (Cynthea)
  o Not yet on website but already added to list serve

4) OTHER ANNOUNCEMENTS
• 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:
OA Council, next work session: March 26, 2009 in 109 Friendly, 2:30-3:45
OA Council, next meeting: April 8, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: April 23, 2009 in 109 Friendly, 2:30-3:45
OA Council, next meeting: May 13, 2009 in 109 Friendly, 1:30-3:00
OA Professional Development: May 27, 2009, Gumwood Room
OA Council, next work session: May 28, 2009 in 109 Friendly, 2:30-3:45
OA Council, next meeting: June 10, 2009 in 109 Friendly, 1:30-3:00
OA Council, next work session: June 25, 2009 in 109 Friendly, 2:30-3:45
New OA Orientation: September 23, 2009