Officers of Administration Council

Meeting Minutes

Wednesday, March 12, 2008

1:30–2:30 p.m. 109 Friendly

Members present: Ceci LaFayette, Rachele Raia, Shelley Elliott, Cynthea McIntosh, and Kat Kordon

Members excused: Kathy Cannon

Others present: John Crosiar and Linda King

Agenda

1) ANNOUNCEMENTS
   a. Review past minutes – February
   b. Minutes - approved with corrections

2) BUSINESS
   a. Website update - Kat updated the council regarding progress on the website.
      Remaining items include:
      i. Clarification of e-mail addresses needed. Currently using
         oacouncil@uoregon.edu for the web administrator. Kathy Cannon expressed
         concern that if this address is used to contact the council, the council will
         be receiving a lot of invalid e-mail due to spamming that occurs in association with
         the OA News. Ceci will contact Kathy to clarify. She has not been receiving
         invalid e-mails since she was recently added to the oacouncil address. In the
         meantime, the council agreed to give this address a try.
      ii. Convert minutes to .pdf documents as time permits and annotate missing
          minutes. Remove OA Myths from Resource Page. This information is recorded
          in prior year minutes. A suggestion was made to inquire about featuring the
          new website in Inside Oregon publication.
   b. Spring Elections – Vacancies for this year’s election were identified for Kat Kordon,
      Kathy Cannon, Ceci LaFayette, and Shelley Elliott. Gwen Steigelman needs the
      nominations no later than April 18th. Voting will be conducted via DuckWeb from April
      25th – May 5th. The council agreed to discuss the details at the March 26th special
      meeting.
   c. FAC/Senate luncheon with OAC – The council has scheduled a lunch meeting with the
      OA representatives from the Faculty Advisory Council and the University Senate for
      March 19th. Ceci is checking to see if the new accounting procedures recently
      distributed by the Business Affairs Office (BAO) would impact paying for the lunches.
      She will also contact BAO to request a summation of the changes made to the
      accounting procedures.
3) Miscellaneous
   a. **OA Policy Committee update** – Linda King provided an update to the council. The committee is moving forward with a proposal for an opinion gathering effort, which will be conducted by Bev Mayhew, the ULUM Group. The proposal includes a three-part process consisting of focus groups, an information update session for all OAs, and an on-line survey. The focus group discussions will focus on which employment policies support Officers of Administration and help them to perform their job duties successfully, and identify job satisfiers and dissatisfiers. Bev Mayhew will clarify expectations for the groups and emphasize the help needed with policy development. The OA Policy Committee will use the feedback from the focus groups, OA input at the update session, and the on-line survey in preparing its recommendations.

   b. **OA Conversations**
      i. Andre LeDuc is scheduled for April 16th to discuss the Emergency Management Program. The meeting will be held in the Metolious and Owyhee Rooms at the EMU.
      ii. Linda Brady is scheduled for May 21st to deliver a Provost Update. Shelley will look for a meeting room to accommodate 75 – 100 people.

4) **Other Announcements** – The council agreed to discuss a response to Linda Brady regarding the International Affairs review during the March 26th meeting.

5) **FUTURE DATES TO REMEMBER**
   a. **OAC meeting with OA reps from FAC & Senate**: March 19, 2008, 11:30 – 1:00, 109 Friendly Hall
   b. **Next OAC meetings**: April 9, 2008
   c. **OAC meeting with Linda Brady**: April 24, 2008, 10 am
   d. **OA Conversations**:
      i. Emergency Management Program, April 16th
      ii. Provost Update, May 21, 2008