Officers of Administration Council
Meeting Minutes
Wednesday, July 9, 2008
1:30–2:30 p.m. 109 Friendly

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

Members Excused: None

Others Present: John Crosiar and Linda King

Agenda

1) ANNOUNCEMENTS
   a. Review past minutes—June 11
   b. Minutes approved with changes

2) BUSINESS
   a. Discussion of council member duties. Shelley Elliott was named chair, and Linda Leon was named vice chair. It was deemed the duty of the chair to be the liaison to the upper administration, and to be the speaker at the annual meeting, OA orientation, etc. It was deemed the duty of the vice chair to oversee the budget. The chair and vice chair will both create agendas, and the vice chair will set up sessions with upper administration, FAC, and senate annually. Tenaya was named minute-taker, with Rachele Raia as back up. Cynthea McIntosh was put in charge of website management. OA Conversations will be under the oversight of Rachele Raia and David Espinoza.
   b. Discussion of Frances Dyke’s memo to OA Council. The council reviewed Frances Dyke’s memo, which was in response to an assignment by outgoing Provost Linda Brady to provide a "point of contact" for OAs. After discussion, the council agreed to arrange a meeting between the proposed appointee and the council in order to clarify roles and relationships.
   c. Summer Social: OA Council members need to e-mail available timeslots to Cynthea McIntosh. Nametags = Rachele Raia will print up and drop in mail to OA Council members before social.
   d. Annual Meeting, confirmed for November 4, 10:00–11:30 a.m. Linda Leon is going to try to book Gumwood or Fir Room, needs
prior catering order for sample, and needs index for OA Council to place order.
e. Attendance Policy—Review of OA Council attendance policy: excused/unexcused absences for council members. Open meetings will typically be the 2nd Wednesday of each month, with closed work sessions on the 4th Wednesday as needed.
f. We are canceling the regular OA Council meeting on August 13th (needs to be noted on the OA Council website). The council members will instead have a closed meeting with incoming Provost from 1:30–2:30 p.m. in 109 Friendly.

3) Miscellaneous
a. Bringing Speakers to Campus
   i. Pam Farmer may be able to help with guest speakers and topics
   ii. Linda King can find funding as part of HR function
b. December 24/Christmas Eve Holiday: Still on Linda King’s agenda unless she notifies OA Council of change.
c. Videoconferencing: Shelley Elliott handled via e-mail letting Portland staff know that they need to make a request for meetings they would like accommodated one week in advance.
d. OA Orientation (New Employees): September 24
   i. David Espinoza and Tenaya Meaux unlikely to attend due to fall term opening events. Shelley Elliott and Cynthea McIntosh to lead OA discussion and duplicate efforts from previous years. Linda King will assist with lining up recent OA hires to discuss their first-year experiences.
e. Leadership Council: Shelley Elliott will explore option to participate in September retreat.
   i. Shelley Elliott to contact Marilyn Reed
f. Next meeting agenda should include OAC goal setting for 2008-9.

4) Future Dates to Remember
a. OA Social: July 22, noon to 2 p.m. at Pioneer Mother (send Cynthea available times via e-mail)
b. Work Session: July 23, 1:30–2:30 p.m., 109 Friendly
c. Regular OA Council Meeting on August 13 Cancelled
d. Special Meeting with Provost Bean: August 13, 1:30–2:30 p.m., 109 Friendly
e. OA Orientation (New Employees): September 24
f. OA Annual Meeting: November 4, 2008, 10–11:30 a.m., location TBD