

## **OA Council Meeting Minutes January 15, 2004**

**2:00 – 3:00 p.m., EMU Umpqua Room**

**Council Members Attending:** Todd Lundgren, Annie Bentz, Chris Loschiavo, Marilyn Reid, and Kathy Cannon (note taker).

**Absent:** Donna Winitzky (excused)

**Other Attendees:** Fred Tepfer

- 1. Review of minutes from December meeting [10]**  
discussion of incomplete items and corrections
- 2. Review of December meeting discussions [10]:**
  - a. Mission statement:** Todd will post revised statement
  - b. Goals for 2003-04:** will send Linda King a list of our goals (not yet prioritized);
  - c. Subcommittees for projects and events:** reviewed subcommittees – added Website committee (Kathy, Fred, Todd) and Orientation committee (Donna, Todd, Annie, Chris); agreed to do Brown Bags each term
  - d. Other**
- 3. Discussion of plans for 2003-04 Annual Meeting [20]**  
**Tuesday, February 17th, 10:00 a.m.-12:00 p.m., Browsing Room, Knight Library**
  - a. Room reservations and set up:** 50 seats/20 extra chairs; schedule flip charts
  - b. Catering—**Todd has made reservations with Catering for light refreshments
  - c. Other:** Marilyn will invite VPs  
Game Plan: Introductions; re-cap accomplishments; VPs give a short presentation on issues affecting their areas; speak to morale issues; break into small groups with a facilitator with one or two prompts for discussion
- 4. Discussion/updates on other issues and events [15]**
  - a. Kathy Cooks' request for OAC members to participate in/provide feedback on web-based training presentation, Tuesday, Feb. 3rd, 12:00-1:00 p.m., Umpqua Rm.**  
The council discussed our role as being participators (not advocates)--contact Kathy Cooks for more information.
  - b. HR request for OA volunteers to serve as mentors for classified employees who have completed supervisor trainings**  
Council members did not feel it was appropriate for OAC to recommend potential OA mentors; Kathy, Marilyn and Chris volunteered to serve as mentors
  - c. Updating OAC website:** hopefully have this done by the end of winter term; Linda King from HR has agreed to pay for Todd's student tech to revise the site; Fred or Mick will help maintain the listserve
  - d. Fred -- Annual Report for 2002-03:** discussion on how best to distribute the report; PDF on website; send out notice with link; central administration hard copies; have some available at the Annual Meeting
  - e. Other**  
reminder to OAs that they must have their PAC code to vote in the election(s)  
update meeting times;  
Brown Bags: late Feb/early March Directions speaker; OA challenge—Ernie Pressman
- 5. Recap/review/next steps/next meeting's agenda [5]** pin down timeline for the OA project