

**Officers of Administration Council
Meeting Minutes
Wednesday, April 13, 2005
1:30-2:30 Umpqua Room**

Members present: Marilyn Reid, Abe Schafermeyer, Chris Loschiavo, Janice Langis, Kathy Cannon (notetaker)

Members absent: Annie Bentz, excused

Others present: Linda King

Agenda

1) Announcements

Employee recognition awards ceremony April 26th. Council will sign cards to OA recipients.

2) Open Discussion with Linda King

The OA Task Force subcommittee met to identify issues to bring to Linda's attention for possible follow-up by the Task Force. Issues identified:

- Evaluations/performance appraisals – are requirements clear? A letter from Linda about the importance of evaluations on the website. Linda will do a yearly reminder with more weight in from the VPs;
- Comprehensive review – not formalized for consistency; how are they tracked? – suggested that VPs could track through the contract process;
- Brown bag for OAs to bring awareness of potential increases?
- Vacations – memo encouraging Directors to allow/encourage OAs to take vacations; change OARs – need to craft guidelines and run feasibility by the President's Small Executive Staff (PSES); suggested we draft a letter to Dan Williams before his departure.
- Sabbatical/paid leave “professional development” (no education)
- Sick leave (add section from Faculty Handbook regarding borrowing 520 hours of sick leave to the Q&A section of the website)

3) Miscellaneous Business

- Abe reviewed list of nominations for OA Council elections
- Brown Bag subcommittee will convene to set next presenters
- OA Recognition ceremony April 26th