

**Officers of Administration Council  
Meeting Minutes  
Wednesday, January 12, 2005  
1:30-2:30 Umpqua Room**

**Members present:** Marilyn Reid, Annie Bentz w/Finley, Chris Loschiavo, Abe Schafermeyer, Janice Langis, Kathy Cannon (notetaker)

**Others present:** Fred Tepfer, John Crosiar

**Agenda**

- 1) **Announcements**
- 2) **Review December meeting minutes**  
Corrections to name spelling; Annie, not Abe, on annual meeting subcommittee.
- 3) **OA representative on Advisory Board, *Inside Oregon***  
Annie will serve
- 4) **Miscellaneous reports and updates:**
  - **Brown Bags**  
Try to reschedule Michael Redding; make a link to brown bags on website; subcommittee will reconvene to discuss future topics
  - **Budget allocation request**  
Dan has approved this request; wants more specific information.
  - **0304 Annual Report**  
Marilyn is working on a draft of the annual report. Kathy and Annie will help.
  - **OA Issues Task Force**  
Need follow up on loose ends around this topic.
- 5) **Review of OA website information on HR website**  
Fix links so they don't open as Word files; update sexual harassment link.
  - a) **Discussion of OA Project**  
Thank Linda, but keep pressure on to finish project, give feedback.
- 6) **Miscellaneous**  
Chris gave a report from the VP Administration staff meeting. Topics discussed: crime statistics; map of campus at night; bakery acquisition; LTD strike; and salary thaw.

Fred shared his ideas for updating the website: less green; add photos. He is willing to work on it as time allows.