

**Officers of Administration Council  
Meeting Minutes  
Wednesday, May 11, 2005  
1:30-2:30 Umpqua Room**

**Members present:** Marilyn Reid, Abe Schafermeyer, Annie Bentz, Janice Langis, Kathy Cannon (notetaker)

**Members absent:** Chris Loschiavo, excused

**Others present:** John Crosiar

**Agenda**

**1) Announcements**

- OA Council Election results: Chris Loschiavo and Marilyn Reid were re-elected and Rachele Raia was elected. The council will send thanks to the nominees for their interest in the council.
- Review April minutes: Kathy will make the minor corrections regarding attendance and to the number of hours of sick leave that may be borrowed.

**2) Miscellaneous Business**

- Election Procedures – Annie drafted a “Timeline for the Annual OA Council Voting Process” for the council’s review. We discussed what appeared to be a disappointing OA voter turnout and what we may be able to do to encourage more participation. It was suggested that next election we do small biographies about the nominees so as to encourage voting. Members noted that voters may not know who they are voting for and therefore won’t vote at all. This is suggested not only for OAC elections but all candidates for faculty elections. The council made revisions to the timeline to reflect these suggestions.
- Follow up on April discussion with Linda King – the subcommittee met to brainstorm on implementing the ideas discussed with Linda regarding the vacation policy. The subcommittee will survey other OUS institutions to inquire if they have an OAC or similar group, who they represent and if they have heard feedback about the cap or are interested in the vacation policy change. Once we get the results of the survey we can move forward with a proposal to the President’s Small Executive Staff (PSES).
- Report re: D. Williams Administrative Staff Meeting – the meeting was postponed.
- Fall O.A. Orientation – Kathy received an email from Pam McLaren who is taking over the Faculty Orientation duties this year. She provided a checklist/timeline and is asking to coordinate the dates/times. Abe will reserve the Walnut Room. The council will discuss this further at the next meeting.
- Brown Bag Schedule – Kathy reported there was a small turnout for the Legislative Session brown bag with Michael Redding and Tim Black. The information provided was useful and we may want to add a link on our website to their website. We discussed adding a June event to meet with Gregory Vincent to discuss the Draft Diversity Plan.
- Invite Frances Dyke to a meeting in the near future and the yearly meeting with Linda King.

**3) Set Summer Meeting Schedule**

- Ice Cream Social for early August