

Officers of Administration Council
Meeting Minutes
Wednesday, October 12, 2005
1:30-2:30 109 Friendly

Members present: Marilyn Reid, Annie Bentz, Janice Langis, Chris Loschiavo, Rachele Raia, Abe Schafermayer

Others present: Fred Tepfer, John Crosiar, Kathy Cannon (notetaker)

AGENDA

1) Announcements

- Review September minutes: A minor correction to the name of the "Safety Advisory Committee."

2) Business

- Fall O.A. Orientation – The council evaluated the orientation session. We felt it was boring and needs a more interactive presentation. By the time OAs attend our orientation they have been "talked to" all day. In the council's opinion, Linda King's presentation is much better if we don't put her in front of a computer. The council would also like to receive feedback from Gwen Steigelman who was in attendance. Suggestions: change in venue or setup; distribute the URL handout; make the website presentation "less techy." Discussion about forming a panel of OAs for a conversation about issues one-year into employment, since some attending the orientation have only been on campus a few days or weeks. It was also suggested that we bring back the campus tour, making it a "tour of resources."
- Annual Meeting, November 8th -- the council went over the agenda and list of administrators; it was suggested we solicit questions to ask of the administrators and that we break into small groups for discussion of topics and issues to bring to the council.
- Brown Bag Schedule –A brown bag is planned for 10/25 on the parking survey. Fred Tepfer and Rand Stamm will host. Another is planned for winter term on working with "Millennial" students and their parents with Laura Blake Jones hosting. There was also discussion about a Brown Bag in the spring before elections to go over the voting procedure, DuckWeb, and what is expected of OA committee representatives.

3) Other

The council discussed OA@lists:

- Who is currently on the list? All past and present OAC members and faculty committee representatives
- Who should be on the list? Council members use this list to conduct business between meetings so only the current members and active participants should be on, so that others are not bothered by our bantering back and forth.
- Process for cleaning up the list: send email stating new policy regarding the list and that general information and specific invites will be relayed through the OANews list.