

Officers of Administration Council

Meeting Minutes

Wednesday, December 12, 2007

1:30–2:30 p.m. 109 Friendly

Members present: Ceci Lafayette, Shelley Elliott, Rachele Raia, Kat Kordon, Cynthea McIntosh

Members excused: Kathy Cannon

Others present: John Crosiar, Ben Brinkley

Agenda

1) ANNOUNCEMENTS

- a. Review past minutes–October and November
- b. Minutes approved as is

2) BUSINESS

a. Website development

- i. Council met with Ben Brinkley to discuss updates and reformatting of the OA Council website. It was agreed that Ben would bid the project in phases and that Kat Kordon will facilitate council decisions with Ben. The initial phase of the project includes: 1) updating site format consistent with UO design requirements and easy navigation 2) Develop an infrastructure that will accommodate future updates and additions, including the use of a content management tool for ease of maintenance 3) Update outdated content such as meeting minutes 4) Add upcoming event schedule for meetings and brown bags 5) Add informational resource links, and 6) Create an internal portion of the site to archive council documents that can only be accessed by the council. Suggestions for future enhancements include survey tools, campus wide OA contact list, and council nominations and biographies, including candidate photos.
- ii. Kat will compile content and information links to existing pages and forward to Ben. Ben will mock up some sample formats for the council to review by next week. Ben did not want to commit to a completion date at this time but thought it would not be unreasonable to have the first phase in production within a couple of months.

b. Administration meetings

- i. Annual meeting with Provost Brady has been scheduled for January 16, 2008. Ceci is in the process of scheduling a council meeting with VPFA Dyke following that meeting. The council will send out a call for agenda items to the OA

listserve to solicit topics of discussion for these meetings and/or future meetings.

- ii. The council has scheduled a special meeting on December 19 to discuss content of upcoming meetings with administrators.

3) Remaining agenda items tabled until January meeting

- a. Brown bag debrief and January meeting
- b. Discuss scheduling an FAC/Senate OA lunch meeting
- c. Misc—next steps to bringing future speakers to campus

4) FUTURE DATES TO REMEMBER

- a. Next OAC meeting—January 9, 2008