

**Officers of Administration Council**  
**Meeting Minutes**  
**Wednesday, July 11, 2007**  
**1:30–2:30 p.m. 109 Friendly**

**Members present:** Ceci LaFayette, Kathy Cannon, Cynthea McIntosh and Kat Kordon  
**Members excused:** Shelley Elliott and Rachele Raia

**Other present:** John Crosiar

**Agenda**

- 1) **ANNOUNCEMENTS**
  - a. Review past minutes–May
  - b. Deleted Chris Loschiavo from members present. Deleted note under Business, Safety issues “[There was discussion about the service split and resulting staffing during holidays].” Minutes approved with deletions.
- 2) **BUSINESS**
  - a. **Distribution of duties**
    - i. Shelley Elliott and Cynthea McIntosh–Coordinate brown bag activities
    - ii. Ceci Lafayette–OA Council Co-chair
    - iii. Kat Kordon–Meeting minutes
    - iv. Vacant–OA Council Co-chair, to be discussed at August meeting with full committee
    - v. Vacant–Web-page coordinator
  - b. **Ice cream social, July 17**
    - i. Non-dairy requests. Ceci will verify if catering can accommodate.
    - ii. EMU providing set up of tables, chairs, tents, etc.
    - iii. Other: Name tags, event signs, and gift certificate for musical performer Mayr Makenna. Ceci will purchase a \$25 gift certificate from the UO Bookstore.
  - c. **OA Orientation, September 19**
    - i. Need to determine time and place for presentation to new OAs.
    - ii. Review last year’s information packet and determine when the information packet needs to be ready.
    - iii. Kat will follow up with Pam Palanuk on both items.
  - d. **OA Annual Meeting, October 30**
    - i. 9:30–10:45 a.m. Annual meeting and guest speakers
    - ii. 11:00 a.m.–12:30 p.m. Years of service presentation
    - iii. Dave Frohnmayer has been confirmed to attend and speak at the OA annual meeting from 9:30 to 10:45 a.m. Kathy Cooks will be organizing the years of service portion of the program from 11:00 a.m. to 12:30 p.m.

- iv. OAC is responsible for the overall organization of the meeting.  
Need to discuss what guest speakers to invite and identify topics of interest.
  - e. **Budget–Pend for August agenda**
    - i. Need to discuss budget options such as professional development speakers. Suggested topics include: time management, consensus building, and strategic planning.
  - f. **Professional development speakers–preliminary discussion**
    - i. Recommendation was made to coordinate speakers with Human Resources and consider longer or alternative meeting intervals outside the lunch hour.
    - ii. Recommendation was made to survey if there is interest in repeating any brown bags that were missed and to pre-publish brown bag dates.
- 3) **MISCELLANEOUS**
- a. Ceci shared a memorandum that was distributed to her dean regarding timely notice provisions for OAs. Ceci is going to contact Linda King regarding representation from the OA Council on a committee designated to review the policy that was referenced in the memo.
- 4) **FUTURE DATES TO REMEMBER**
- a. **OA Council meeting: August 8, 109 Friendly**
  - b. **OA Orientation, September 19**
  - c. **OA Annual Meeting, October 30**