

Officers of Administration Council

Meeting Minutes

Wednesday, October 10, 2007

1:30 – 2:30 p.m. 109 Friendly

Members present: Ceci Lafayette, Shelley Elliott, Kathy Cannon, Rachele Raia, and Kat Kordon

Members excused: Cynthea McIntosh

Others present: John Crosiar, Linda King, Marilyn Reid, and Linda Leon

Agenda

1) ANNOUNCEMENTS

- a. Review past minutes – September
- b. Minutes approved as is

2) BUSINESS

a. Timely Notice Discussion

- i. Linda King updated the OAC regarding a suspension of the decision for F contracts as outlined in the original timely notice memorandum distributed on July 3, 2007 from Provost Brady . A communication will be distributed to Deans, Directors, and Department Heads regarding what will happen with contracts issued in July to date. Linda will come to future council meetings to help facilitate communications with Frances Dyke, Vice President of Finance and Administration.
- ii. Linda King has conducted the initial meeting with the OA policy review committee to discuss how to approach the review. The meeting included identification of policies to evaluate, ground rules, and scheduling. The estimated timeline to review timely notice provisions is set for early 2008 to conclude this academic year. Concerns were raised about the overall review process. Ceci recommended that the OAC put forth concerns to Provost Brady.
- iii. The OAC suggested an OA brown bag for timely notice to facilitate feedback and hear concerns from OAs. The OAC has concerns about the brown bag invitation being the first campus notification that the policy is under review, however, there was consensus that the council would help to facilitate ongoing communications to OAs. Shelley Elliott and Linda King will collaborate on a communication to campus prior to the brown bag meeting. Shelley will try to organize a brown bag meeting for November regarding this topic.
- iv. Questions raised by meeting participants:
 - 1. What policies are being reviewed? All OA policies will be reviewed.

2. Was the original distribution of the timely notice memorandum intended to completely curtail timely notice provisions? No intent has been communicated to completely eliminate timely notice provisions or to conclude a preconceived outcome.
3. Are the policies being reviewed UO or OUS policies? Some policies such as holidays and vacations are probably OUS policies; others such as timely notice may provide latitude to individual campuses to adopt policy provisions.
4. Will the committee compare UO policies to comparator schools? Some policies, such as professional development may be compared to other schools.
5. Will the committee keep the UO Faculty Advisory Council and the UO Senate abreast of ongoing developments? The committee is discussing a communications strategy. The OAC recommended they adopt a separate communications strategy for OA governance separate from campus wide communications.

b. December 24th holiday closure

- i. Linda King is drafting a campus communication for the December 24th holiday. It is likely that the campus will be closed for the holiday. It is uncertain whether this will become an ongoing business practice.

c. OA Annual Meeting – 10/30/07

- i. Kathy Cannon will present a list of last year's OAC activities
- ii. Shelley Elliott will present brown bag information. Ceci has prepared new suggestion cards to distribute at the meeting.
- iii. President Frohnmayer's message will include his update to the State Board of Higher Education, the role of UO as a flagship university, and the role of OAs during the upcoming Olympic trials. Provost Brady will discuss sustainability and OAs role in the overall UO mission. It was mentioned that Provost Brady may not be on campus at the time of the meeting; Ceci will confirm.
- iv. Ceci will order refreshments and provide name tags and agendas.

3) MISCELLANEOUS

- a. Wellness Program – There was some confusion at the last OAC meeting regarding sharing of information. Human Resources will follow up for clarification.
- b. Brown bags – suggestions included inviting Kevin Williams from the Department of Public Safety and a future tour of the ONAMI complex.
- c. Campus guest speakers – Discussion tabled until the November meeting.

4) FUTURE DATES TO REMEMBER

- a. Next OAC meeting – November 14th, Alsea Room, EMU