

**Officers of Administration Council**  
**Meeting Minutes**  
**Wednesday, September 13, 2007**  
**1:30–3:00 p.m. 109 Friendly**

**Members present:** All members present.

**Members excused:** n/a

**Others present:** John Crosiar

**Agenda**

- 1) **ANNOUNCEMENTS**
  - a. Review past minutes– August
  - b. Minutes approved with changes.
- 2) **BUSINESS**
  - a. **Timely Notice Discussion**
    - i. Ceci forwarded a copy of the OAC memorandum regarding timely notice to Linda King; Ceci will meet with Linda Brady? King? To discuss.
    - ii. Ceci will draft an official appointment of Shelley Elliott as the OAC representative to the committee reviewing OA policies and send to Linda King.
    - iii. Some inquiries have been made to obtain a copy of the OAC memorandum. The council agreed that we would not distribute the memo outside of the original distribution. Instead, we would communicate key points of the memo to interested parties if they inquire.
  - b. **OA Orientation, September 19**
    - i. Kat will talk to Linda King about addressing timely notice and providing handouts for her presentation
    - ii. Kat will prepare seed questions to facilitate the panel discussion and distribute to the group for review.
    - iii. Suggestions were requested from Cynthea and Shelley for the OA resources handout.
    - iv. Ceci has prepared handouts for the brown bag suggestions and the meeting agenda.
  - c. Brown Bag thoughts/dates
    - i. Brown bags have been scheduled during the lunch hour on the following dates: October 25<sup>th</sup>, January 24<sup>th</sup>, March 12<sup>th</sup>, April 16<sup>th</sup>, and May 21<sup>st</sup>. Locations to be determined.
- 3) **MISCELLANEOUS**
  - i. Campus guest speakers for 07/08 – Discussion tabled until October meeting.
  - ii. A suggestion was made to invite Linda Brady to a future meeting to discuss outstanding communications and discuss what the

expectation should be for follow up to OAC memorandums. Ceci will extend an invitation to Linda Brady.

- iii. No response has been received regarding the inclement weather memorandum. Ceci will follow up with Linda King and Frances Dyke with an email including main points/concerns. A suggestion was made to invite them to a future meeting to discuss.
- iv. There was a discussion regarding the PERS letter distributed by Human Resources; the general consensus was that most concerns have been addressed. Ceci will send out a messaging reminding OAs of the meetings for retirement options.
- v. Wellness workshop – The upcoming workshop has received a good response so far. One OAC member mentioned that a co-worker had expressed concern that information obtained during the health screenings is shared with outside mailing lists.
- vi. General administration – It was decided that monthly minutes and meeting dates should be posted on the OAC web-site. Everyone needs to review the web-site and provide suggestions to Kathy Cannon. Ceci reminded everyone that OAC meetings are open for OA attendance.
- vii. Next meeting – Review how new OAs are signed up to the OAC list.

4) **FUTURE DATES TO REMEMBER**

- a. OA Annual Meeting, October 30