



Officers of Administration Council

Meeting Minutes

Wednesday, April 8, 2009

1:30–3:00 p.m. 109 Friendly

Members Present: Shelley Elliott, Linda Leon, Tenaya Meaux, Rachele Raia, Cynthea McIntosh, David Espinoza

Others Present: John Crosiar

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES

- Meeting minutes from 3/11 - posted on OAC website--done

2) BUSINESS

- Professional Development Speaker: next steps
 - Email (prime the pumps) from Greg along with message from HR about waiting list if applicable—who is doing this?
 - Email circulation for oanews announcement due out by 9 a.m. Thursday (Tenaya—sent out 4/9)
 - Online feedback form and associated email to participants immediately after the event—who is doing this? Coordinate with Greg Bell so responses are useful to him too?
 - OAC to introduce Greg Bell (with thanks to Pam, HR, Finance and Admin)—AM Session: ???; PM Session: ???; someone needs to communicate to HR that OAC will do introductions
 - Tabled for discussion at next meeting
- OA Policy committee update (L. King)
 - Survey comment summary posted, but not yet announced. (Linda King supposed to send an email announcing...check status of email announcement at next meeting.)
 - Add link to website to HR stuff (Tenaya posted under “Goals” in “About Us” page on 4/9)
 - Subcommittees supposed to meet and deliver updates by end of April.
- OAC Website changes, intranet and wiki (Tenaya)

- Changes approved, work with Ben and get billed before June 30 (Tenaya meeting with Ben on 4/13 to explain changes)
 - Explained how wiki and intranet basically work and announced that Web Instructions are now documented and posted to the intranet site. (Everyone should check out the intranet site now.)
- Meeting with Frances Dyke (follow up)
 - Positive meeting overall; no follow up necessary
- 08-09 OA Conversations update (tabled until next meeting)
 - OA voluntary furlough/donation plans—early April OA Conversation with Linda King and others?
 - Tim Black is still a possible presenter on legislature update
 - Could invite Linda King to give presentation on OA Policy Review updates/progress in spring term
- Status check on OAC goals
 - Tabled for future meeting
- Elections planning:
 - Nominations soft deadline set for 4/7; review nominations for representation at 4/8 OAC meeting. Nominations officially close on 4/17. Voting from April 24-May 4.
 - OAC members to recruit a few more folks
- Meet with new UO President during Summer 2009?
 - Tabled until next meeting

3) MISC

- OA representatives: added to list serve; need to add to OAC website (Cynthea did list serve weeks ago, Tenaya added to OAC website on 4/9)
- New OA lists from HR requested on a quarterly basis to update oanews. Next request to occur in early April for the period 12/1/08-3/31/09.

FUTURE DATES TO REMEMBER:

OAC Nominations due: April 17, 2009

OA Council work session: April 23 in 211 Health Center, 2:30-3:45

OA Council Meeting: May 13, 2009 in 109 Friendly, 1:30-3:00

OAC Professional Development: May 27, 2009, Gumwood Room

OA Council work session: May 28, 2009 in 109 Friendly, 2:30-3:45

OA Council Meeting: June 10, 2009 in 109 Friendly, 1:30-3:00

OA Council work session: June 25, 2009 in 109 Friendly, 2:30-3:45

VPFA Large Group Meeting: July 8, 2009, JHCR, 8:30-10:00 (David to attend)

VPFA Large Group Meeting: September 18, 2009, JHCR, 8:30-10:00 (David to attend?)

New OA Orientation: September 23, 2009 (OAC and OA reps)

OAC meeting with other OA reps: September-October, 2009

VPFA Large Group Meeting: November 13, 2009, JHCR, 8:30-10:00 (Linda L. to attend?)