

Officers of Administration Council

Meeting Minutes

Wednesday, April 9, 2008

1:30–2:30 p.m. 109 Friendly

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

Members excused: None

Others present: John Crosiar and Linda King

Agenda

1) ANNOUNCEMENTS

- a. Review past minutes– March 12
- b. Minutes - approved with changes

2) BUSINESS

- a. **Spring Nominations – Review nominations received.** The council reviewed the make-up of the nominations to assess adequate representation across campus. We determined that while we have received a number of nominations for the OA council from academic and administrative areas of campus, we did not receive nominations from the auxiliary or support services (EMU, Intercollegiate Athletics, Printing Services, University Health Center and University Housing). We decided to extend the deadline for additional nominations until Tuesday, 4/15 at noon. Ceci will send announcement to OA listserve. Voting will end May 5th. The council agreed to invite new council members to the next meeting with Linda Brady in late May or early June.
- b. **Review Accreditation Report** – Discussion tabled until May work session meeting.
- c. **Website update** - Kat updated the council regarding progress on the website.
Remaining items include:
 - i. Rename log-in page to Website Maintenance and Administration
 - ii. Move Login button to bottom page bar
 - iii. Rename Minutes page to Minutes and Notes. Differentiate OA Conversations from minutes with different color coding.
 - iv. Archive past presentations in OA News/Archives
 - v. \$1,400 approved by Human Resources for cost of Web production

3) Miscellaneous

- a. **New Cards for OA Conversations** – The council agreed to discontinue using the cards and replace with email solicitations for feedback.
- b. **OA Conversations**

- i. Andre LeDuc is scheduled for April 16th to discuss the Emergency Management Program. The meeting will be held in the Metolious and Owyhee Rooms at the EMU.
- ii. Linda Brady is scheduled for May 21st to deliver a Provost Update. Shelley will look for a meeting room to accommodate 75 – 100 people.

4) Other Announcements

- a. **OA Policy Committee Update** - Linda King provided an update to the council. Linda King will be meeting with Frances Dyke and Linda Brady and Russ Tomlin to review last months plan. Linda estimates convening the focus groups in May and conducting surveys over the summer.

5) FUTURE DATES TO REMEMBER

- a. **OA Conversations:**
 - i. **Dave Frohnmayer, Leadership update, May 8, 2008**
 - ii. **OA Council, next meeting, May 14, 2008; 109 Friendly Hall**
 - iii. **OA Council meeting with Provost Brady, May 15, 2008, tentative**
 - iv. **Provost Update, May 21, 2008**