

## **OA Council Meeting: Aug 7, 2002**

**Attending:** Fred Tepfer, Donna Winitzky, Rachele Raia, and Mick Westrick.  
Magid Shirzadegan on vacation. Laura Blake-Jones absent.  
John Crosiar, Scott Higgins and Todd Lundgren visiting.

**OA project update** Donna reported that the OA project team is looking at the grievance procedure currently outlined in the faculty handbook. It was suggested that we keep the current procedure in place, but that 2-3 members of committee reviewing should be OA's.

A general statement about what the OA class of employees is was discussed.  
Linda King will present a draft at their next meeting.

SEIU has asked to see certain position descriptions, looking to potentially unionize some jobs that are currently Officers of Administration. Consensus was reached that the membership should be notified. Fred will contact Linda King to ask for clarification.

**Check-in on election process** (see attachments: Please Vote Letter, Nomination Letter)

**OA Welcoming process** (see draft attachment) **Brown bag dates:**

- October 16th: legislative/budget measures: invite Tim Black  
Changes in Benefits
- November 13th: Mick will lead discussion on email lists, waste reduction  
Invite Karen Kaplan, JR Gaddis?
- December: no brownbag

**Next OAC Meeting:** Wednesday, October 2nd, EMU TBA

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Nomination Letters  
2002  
September 23, 2002

To: Officers of Administration  
From: Officers of Administration Council (OAC)  
Re: 2001-2002 Council Election

It is time to elect three new Officers of Administration to OAC.  
Current  
council members Rachele Raia, Fred Tepfer, and Mick Westrick each  
have one  
year remaining in their two-year terms and will serve in 2002-  
2003. Donna

Winitzky is seeking re-election. All other Officers of Administration are eligible for election to the council.

The Officers of Administration Council serves as a liaison to central administration through the Vice President for Administration and facilitates communication, information sharing, and collegiality among OA's. OAC is one of approximately forty standing academic and administrative committees on the University of Oregon campus. Council members meet once each month.

You may nominate yourself or any other Officer of Administration by completing the online form at <http://darkwing.uoregon.edu/~oa/nominationform.html>. You also may nominate by sending e-mail or campus mail to any member of the council. If nominating others please contact those members before you submit their names to ensure their willingness to serve. Nominations will be accepted until 5:00pm Tuesday, October 1, 2002.

The Operating Procedures of the OAC provide additional information about our elections. If you have questions about OAC or the nomination/election procedures please contact the council at [oac@lists.uoregon.edu](mailto:oac@lists.uoregon.edu).

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Please Vote Letter  
2002

MEMORANDUM

TO: Officers of Administration

FROM: Officers of Administration Council

RE: BALLOT: 2002-2003 OAC Election

DATE: October 3, 2002

Please take a moment to help elect three new members to serve on the Officers of Administration Council during the next two years~ The election is being conducted via e-mail.

TO VOTE: Use the "reply" feature of your e-mail program. Type the names of

up to three nominees from the list below. Write-in votes will also be accepted. Ballots will be accepted through 5:00 p.m. Monday, October 14, 2002. If you prefer to vote anonymously, please send your vote via campus mail to Rachel Raia, College of Arts and Sciences.

Note: by using the "reply" feature of your e-mail program, your message will NOT be sent to the entire listserv. It will bounce to Shirien Chappell, the list owner, who will forward it to Rachele Raia, who will count the votes.

Names of your new council members will be announced via the  
oanews  
listserv early in November.

Nominees:  
Name  
Name  
Name etc.

[illegible]

Outline of OA Orientation  
draft  
8/6/02

9/18/02 9:30 a.m.

1. Welcome and introductions (OAC members, other presenters)
2. Warm up: being designed by Mick: pairs of participants interview each other, report back to group, assigned questions.
3. OA overview  
Who are we? What's an OA? (non-historical, forward-looking description)  
What is the Council?  
What are our goals? (Effective professional administrators at the UO)
4. UO culture and community  
Facilitated discussion describing the unusual character of the UO community, touching on:

- o Decentralized nature of administration
- o
- o Efficiency through informality (we don't work strictly through the org. chart)
- o
- o Shared governance - Assembly, Senate, FAC, etc.
- o
- o Lean, efficient, effective administrative approaches
- o
- o Multiple hats: most of us take on a wide range of tasks and need a wide range of skills
- o
- o
- o People tend to come and stay. We aren't typically a rung on the career ladder.
- o

## 5. Resources

HR (their piece based on website, FAQ, etc.)

OAC web site: list of OAs, Council minutes, [create questions-to-Council form?]

OAC mentoring (sign up sheet with name, department, e-mail, specific request)

UO profile (visit Resource Management web site)

facilitated discussion: the many wonderful opportunities:

- o library privileges
- o
- o tuition benefit
- o
- o computer resources
- o
- o music, theater, and dance performances
- o
- o exhibits (art and natural history museums, AAA/Laverne Krause Gallery, etc.)
- o
- o Recreation and Fitness Center
- o
- o Club Sports
- o
- o Outdoor Program
- o
- o Bookstore (and 20% off sale)
- o

## 6. Questions and answers

7. Optional campus tour: Johnson Hall, Pioneer Couple,  
Streisinger Court &  
gargoyles, Cascade fountain, EMU Amphitheatre, Lawrence/Laverne  
Krause  
Gallery / Deady, Villard, Bookstore, Memorial Quadrangle, Knight  
Library,  
Recreation & Fitness Center, etc, ending at Gerlinger, 12 noon.