



UNIVERSITY OF OREGON

Officers of Administration Council

Meeting Minutes

Wednesday, February 11, 2009

1:30–3:00 p.m. 109 Friendly

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

Others Present: John Crosiar, Linda King (until 1:50 p.m.)

Excused: David Espinoza

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES

- None to review; meeting minutes from 1/14 posted on OAC website

2) BUSINESS

- Professional Development Speaker: next steps
 - We will move forward with Greg Bell
 - Funding from Francis Dyke
 - Email marketing (Cynthea and Tenaya)
 - Poll afterward acknowledging assistance and asking for feedback for the new program (Tenaya via survey monkey)
- OA Policy committee update (Linda King)
 - Provided leadership summary comments for OA Employment Policy Review
 - Draft clarification to Provost Bean (Shelley and Cynthea)
 - Update on committee progress
- Confidential site needed on OAC website - update from Rachele
 - Rachele authorized and wiki soon to be up for OAC to use
- OAC Website changes (Cynthea)
 - Cynthea omitted archived email function from OAC site
 - Rest was tabled until next meeting
- UO Senate/FAC OA representatives on Feb 4th – follow up

- Terrie Minner appointed to open seat (Academic Advising)
 - Notify her that she will now be included (Shelley)
- OA reps listserv to include all OA representatives from FAC, UO Senate, OAC, etc. (OAC listserv to include only OA council members) (Cynthia to create lists)
- Agendas for meetings with Frances Dyke
 - Meeting to be set by Shelley soon (waiting for notice from David who is currently unavailable)
- 08-09 OA Conversations update
 - Robin Holmes: may need laptop (Linda Leon to follow-up)
 - Possibilities discussed:
 - April meeting-Tim Black, Government Affairs update
 - Summer (networking, brainstorming, and OAC goal setting), re-think standard summer social
 - Fall: Academic Plan and Branding Plan updates or New President

3) MISC

- Terms of Employment with contracts
 - Bring up with Francis Dyke (transparency issue)

4) OTHER ANNOUNCEMENTS

- New OA lists from HR requested on a quarterly basis to update oaneWS. Cynthia to check with Spencer to see if this can be automated.
 - Tabled until next meeting

Future dates to remember:

OA Conversation (Robin Holmes): Feb 16, 2009, Gumwood/EMU, Noon-1:00
 OA Council, next work session: Feb 26, 2009 in 109 Friendly, 2:30-3:45 p.m.
 OA Council, next Meeting: Mar 11, 2009 in 109 Friendly, 1:30-3:00 p.m.
 OA Council, next work session: Mar 26, 2009 in 109 Friendly, 2:30-3:45 p.m.
 OA Council, next Meeting: Apr 8, 2009 in 109 Friendly, 1:30-3:00 p.m.
 OA Council, next work session: Apr 23, 2009 in 109 Friendly, 2:30-3:45 p.m.
 OA Council, next Meeting: May 13, 2009 in 109 Friendly, 1:30-3:00 p.m.
 OA Council, next work session: May 28, 2009 in 109 Friendly, 2:30-3:45 p.m.
 OA Council, next Meeting: Jun 10, 2009 in 109 Friendly, 1:30-3:00 p.m.
 OA Council, next work session: Jun 25, 2009 in 109 Friendly, 2:30-3:45 p.m.