

Officers of Administration Council

Meeting Minutes

Wednesday, February 13, 2008

1:30–2:30 p.m. 109 Friendly

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

Members excused: None

Others present: John Crosiar

Agenda

1) ANNOUNCEMENTS

- a. Review past minutes– January
- b. Minutes - approved as is

2) BUSINESS

- a. **Website update** - Kat updated the council regarding progress on the website. The home page is nearing completion and content has been submitted to update additional pages. Ceci LaFayette has been established as the owner on the uoregon.edu email and will add the other council members as recipients of this e-mail address. This email address will be used to contact council members from the web-site. It was recommended that we ensure that our OA News list serve is up to date when we announce our new web-site. Steve Mital, Sustainability Director, will have an updated presentation from the last brown bag available in about a month for us to post on the new web-site.
- b. **Wellness Committee Update** – Rachele provided an updated on the Wellness Committee activities. The committee is preparing for a campus survey to determine what individuals want from a wellness program. Rachele also shared an informational flier from Cascade EAP outlining the on-site services and seminars that they can provide. The council discussed utilizing some of these resources for future OA brown bag luncheons.
- c. **VPFA meeting update** – Shelley provided an update from the VPFA Meetings. The last meeting George Hecht discussed site lines and an audit of campus operations. The prior meeting, Doug Park discussed the Public Safety proposal currently under review to restructure existing Oregon Revised Statutes (ORS).
- d. **Rename brown bag luncheons** – Cynthea McIntosh offered to pull together a list of potential names for the council to consider at next months meeting.

- e. Debrief Campus Safety Focus Group – The council shared positive feedback regarding the presentation. Overall, the council was pleased with the content and turnout of the session. A suggestion was made to purchase an Officer of Administration banner for seminars. Ceci will look into details.
- f. FAC/Senate luncheon with OAC – The council agreed on March 26th to extend an invitation to the University Senate and Faculty Administrative Council to share information from recent OAC meetings with Linda Brady and Frances Dyke, and to open communications between the groups and the OA Council. Rachele offered to extend the invitation on our behalf.

3) Miscellaneous

- a. Spring elections – Timelines were reviewed to prepare for spring nominations and elections.
- b. Meeting dates – The council agreed to add a work session to our calendar the 4th Wednesday of each month during the months of March – June, 2008.
- c. Speakers to campus for 2008 – The council agreed to postpone this item until the next fiscal year.
- d. OA lunch sessions (brown bags) – Upcoming suggestions included wellness seminars and inviting Dave Frohnmayer to present his Freshmen Interest Group presentation.
- e. OA Policy Committee updates – Shelley provided an update to the council. The committee has commenced meeting the 4th Friday of every month. Linda King has met with Bev Mayhew from the ULUM Group, an outside public relations firm, to coordinate a survey of OAs regarding policies to help set the process and direction of the review. It was announced that Susan Brown from Research and Graduate Studies, will temporarily take the place of Moira Kiltie, Research and Faculty Development, while she is out on maternity leave.

- 4) Other Announcements** – A suggestion was made during a recent IDEAS group meeting that information regarding contracts should be provided to OAs before annual renewals. Ceci will discuss with Linda King options about providing information on different contract types to OAs.

5) FUTURE DATES TO REMEMBER

- a. **Next OAC meetings: March 12, 2008**
- b. **Tentative OAC meeting with FAC & Senate: March 26, 2008, Noon**
- c. **OAC meeting with Linda Brady – April 24, 2008, 10 am**
- d. **OA Lunch Session (brown bag): Linda Brady, May 21, 2008**