

OA Council Meeting: June 5, 2002

1:00 - 2:00 PM, Umpqua Room, EMU

Present: Fred Tepfer, Magid Shirzadegan, Donna Winitzky and Mick Westrick attending. Rachele Raia excused. Laura Blake-Jones absent.

Guests: John Crosiar, Shirien Chappell, Cynthia Stenger, Gwen Steigelman, Ceci Lafayette and Linda King visiting (Cathy Soutar arrived at 1:30), Linda Kizer-Paquette

Minutes: MWestrick

1. Confirmation and implementation of [attendance policy](#)

We will now use a policy similar to the University Senate where attendance will be noted.

2. Discussion of employee and faculty orientation. How do OAs fit into these activities? What opportunities might there be for improvement?

- GSteigelman: Attendance of OAs at New Faculty Orientation has been spotty. It is only offered in the Fall. OAs have not always been invited, but have been for the past few years. The orientation is primarily directed to Officers of Instruction.
- LKing: OAs are invited to the new employee orientation, which is attended by a few OAs though it is primarily setup for classified employees. Some OAs attend supervision training.
- Officers of Research are primarily external to the organization, many don't even work on campus. They are much like contract workers.
- Many OAs are oriented in their department.
- JCrosiar: It would be nice to add at least a networking opportunity to meet others.
- MShirzadegan: it would be important to add informational (benefits, etc.) as well as social gathering to meet others, possibly establish mentoring relationships. October emerged as a good time to do an OA orientation. We could do a packet with letter from OA Council, website addresses, schedule of orientation activities, benefits they may not be aware of like bus pass, library privileges, etc. It could go in benefits package from Human Resources which is mailed to new hires.
- FTepfer: Let's have another session to discuss. Agreement that there is room for improvement, more written information and an orientation geared specifically to OAs.
- GSteigelman: We are working on the NFO September 17th and 18th, knowing we are doing something different soon would be better.
- LKing: would suggest doing a separate one. Let's look at when they come, and see when it makes sense to offer the orientation.

3. **Concept development for new OA mentoring.**
Perhaps we should find out when there are new OAs for whom we can make mentorship opportunities available. When we are contacted by an OA, we could assign a mentor. We could start by creating a list of those who would be willing to mentor. We might also offer social opportunities.
4. **Further mid-year review: where are we going next?**
 - FTepfer brought results of last OA survey. Parking, training, networking and compensation were mentioned.
 - SChappell: Don't want to overlap with the OA project.
 - LKing: We're looking at how some other universities treat professional employees. LK will distribute via email.
 - FTepfer: Let's look at scheduling some Brown Bag meetings with specific topics. Suggestions via email are welcome.
5. **Schedule next three meetings.**
 - Tuesday, July 9th, 1PM
 - Wed, August 7th, 1PM
 - Tuesday, Sept. 17th. 1PM
6. **Recap/review/next steps/next agenda.**
 - Elections
 - Orientation and mentorship outline
 - Mid-year review
 - Schedule Brown bags