



Officers of Administration Council

Meeting Minutes

Wednesday, March 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

Excused: David Espinoza

Agenda (TO DO items Highlighted in YELLOW)

1) MINUTES

- Review completed and meeting minutes from 2/11 posted on OAC website

2) BUSINESS

- Professional Development Speaker: next steps
 - David proposed the morning of March 18 or 19th for conference call with Greg Bell. Waiting to hear back from Greg Bell.
 - HR and Francis Dyke paying for all costs
 - Sign up/RSVP will be via HR website
- OA Policy committee update (L. King)
 - Summary (incl. write-in comments) now online
 - Work plan draft shared for comment
 - Only 4-5 timely notices given annually or less than 1% of OA population
- OAC Website changes (Tenaya)
 - Tabled until next meeting
- Agenda for meeting with Frances Dyke
 - Rescheduled 3/30 meeting to April 8, 10 a.m.
 - Agenda to be created at next work session
- 08-09 OA Conversations update
 - Tim Black is still a possible presenter on legislature update
 - Could invite Linda King to give presentation on OA Policy Review updates/progress in spring term

- Follow up on 3/10 meeting with Presidential Finalist
 - Drafted feedback for the chancellor
- Status check on OAC goals
 - Tabled for future meeting
- Elections planning:
 - Linda Leon will receive emails for nomination for OAC council
 - Deadlines for OAC nominations and voting deadlines (Linda Leon sent email to Gwen Steigelman- nominations deadline is April 17, Gwen needs to delivered to Tim Ketchum early the following week.)
 - Late March - sent out call for nominations two weeks prior to nomination deadline. Set nomination deadline for shortly before an OAC meeting so nominations can be reviewed.
- New OA Orientation:
 - Scheduled for Tuesday, September 23 pending confirmation from the OAC

3) MISC

- OA representatives: add to list serve and OAC website (Cynthea)
 - Not yet on website but already added to list serve

4) OTHER ANNOUNCEMENTS

- New OA lists from HR requested on a quarterly basis to update oanews. Next request to occur in early April for the period 12/1/08-3/31/09.

Future dates to remember:

OA Council, next work session: March 26, 2009 in 109 Friendly, 2:30-3:45
 OAC with Francis Dyke: April 8, 2009, Johnson Hall, 10 a.m.
 OA Council, next Meeting: April 8, 2009 in 109 Friendly, 1:30-3:00
 OAC Nominations due: April 17, 2009
 OA Council, next work session: April 23, 2009 in 109 Friendly, 2:30-3:45
 OA Council, next Meeting: May 13, 2009 in 109 Friendly, 1:30-3:00
 OAC Professional Development: May 27, 2009, Gumwood Room
 OA Council, next work session: May 28, 2009 in 109 Friendly, 2:30-3:45
 OA Council, next Meeting: June 10, 2009 in 109 Friendly, 1:30-3:00
 OA Council, next work session: June 25, 2009 in 109 Friendly, 2:30-3:45
 New OA Orientation: September 23, 2009