

## Officers of Administration Council

### Meeting Minutes

Wednesday, March 12, 2008

1:30–2:30 p.m. 109 Friendly

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

**Members excused:** Kathy Cannon

**Others present:** John Crosiar and Linda King

### Agenda

#### 1) ANNOUNCEMENTS

- a. Review past minutes– February
- b. Minutes - approved with corrections

#### 2) BUSINESS

- a. **Website update** - Kat updated the council regarding progress on the website.

Remaining items include:

- i. Clarification of e-mail addresses needed. Currently using [oacouncil@uoregon.edu](mailto:oacouncil@uoregon.edu) for the web administrator. Kathy Cannon expressed concern that if this address is used to contact the council, the council will be receiving a lot of invalid e-mail due to spamming that occurs in association with the OA News. Ceci will contact Kathy to clarify. She has not been receiving invalid e-mails since she was recently added to the oacouncil address. In the meantime, the council agreed to give this address a try.
  - ii. Convert minutes to .pdf documents as time permits and annotate missing minutes. Remove OA Myths from Resource Page. This information is recorded in prior year minutes. A suggestion was made to inquire about featuring the new website in Inside Oregon publication.
- b. **Spring Elections** – Vacancies for this year’s election were identified for Kat Kordon, Kathy Cannon, Ceci LaFayette, and Shelley Elliott. Gwen Steigelman needs the nominations no later than April 18<sup>th</sup>. Voting will be conducted via DuckWeb from April 25<sup>th</sup> – May 5<sup>th</sup>. The council agreed to discuss the details at the March 26<sup>th</sup> special meeting.
  - c. **FAC/Senate luncheon with OAC** – The council has scheduled a lunch meeting with the OA representatives from the Faculty Advisory Council and the University Senate for March 19<sup>th</sup>. Ceci is checking to see if the new accounting procedures recently distributed by the Business Affairs Office (BAO) would impact paying for the lunches. She will also contact BAO to request a summation of the changes made to the accounting procedures.

### **3) Miscellaneous**

- a. **OA Policy Committee update** – Linda King provided an update to the council. The committee is moving forward with a proposal for an opinion gathering effort, which will be conducted by Bev Mayhew, the ULUM Group. The proposal includes a three-part process consisting of focus groups, an information update session for all OAs, and an on-line survey. The focus group discussions will focus on which employment policies support Officers of Administration and help them to perform their job duties successfully, and identify job satisfiers and dissatisfiers. Bev Mayhew will clarify expectations for the groups and emphasize the help needed with policy development. The OA Policy Committee will use the feedback from the focus groups, OA input at the update session, and the on-line survey in preparing its recommendations.
  - b. **OA Conversations**
    - i. Andre LeDuc is scheduled for April 16<sup>th</sup> to discuss the Emergency Management Program. The meeting will be held in the Metolious and Owyhee Rooms at the EMU.
    - ii. Linda Brady is scheduled for May 21<sup>st</sup> to deliver a Provost Update. Shelley will look for a meeting room to accommodate 75 – 100 people.
- 4) Other Announcements** – The council agreed to discuss a response to Linda Brady regarding the International Affairs review during the March 26<sup>th</sup> meeting.

### **5) FUTURE DATES TO REMEMBER**

- a. **OAC meeting with OA reps from FAC & Senate: March 19, 2008, 11:30 – 1:00, 109 Friendly Hall**
- b. **Next OAC meetings: April 9, 2008**
- c. **OAC meeting with Linda Brady – April 24, 2008, 10 am**
- d. **OA Conversations:**
  - i. **Emergency Management Program, April 16th**
  - ii. **Provost Update, May 21, 2008**