

OA Council Meeting: May 15, 2002

1:00 - 2:00 pm, 109 Friendly

Present: ~~Laura Blake Jones~~, Rachele Raia, Magid Shirzadegan, Fred Tepfer, ~~Mick Westrick~~, ~~Donna Winitzky~~

Guests: Shirien Chappell, John Crosiar, Karen Kennedy, Cynthia Stenger, Melanie Williams

Minutes: SChappell

1. Gossip, news, and speculation:

- Congratulations to Magid on his senate seat.
- Mick Westrick and Martha Pitts are the OA representatives for the interviews for the OUS Chancellor position.

2. Update on recent initiatives with Human Resources (FAQ, evaluations, grievance procedures):

- The [FAQ](#) for OAs is currently on the [Human Resources website](#).
- Evaluations: The Council is very interested in the whole evaluation process which will be addressed by the Human Resources (HR) OA Project. Here is the list of OAs who will comprises the advisory group to HR for this project:
 - Marianne Nicols, CAS
 - Coleen Ebert, Journalism
 - Mike Eyster, University Housing
 - Greg Stripp, University Advancement
 - Hilary Gerdes, Academic Advising
 - Donna Winitzky, EMU (representing OAC)
 - Frances Dyke, Resource Management
 - Shirien Chappell, Library
 - Greta Pressman, Facilities Services

We are happy that one OA Council member is on that group, plus one regular Council guest is on, so we can get information about the group's progress.

3. Debrief annual meeting:

Orientation:

- Liked the idea of an orientation for OAs.
- Should have one combined orientation session with breakout sessions for OAs to talk about OA things, and instructional faculty to talk about tenure things. But it's important for bonding, networking, etc., that there be a general orientation for all faculty (Officers of Instruction -- OIs, Officers of Administration --OAs, and Officers of Research -- ORs).

- OAs are hired through out the year: a new OA may have worked here for most of a year before they go through this formal orientation. OIs tend to be hired in time for fall term orientation.
- There should be some social events so OAs can network and bond with other OAs, too.
- And there should be the presence of somebody(ies) from the OA Council.
- Consensus: FTepfer to contact Linda King and Somebody from Academic Affairs -- invite them to our June meeting so we can bounce some orientation ideas off them.

Mentoring:

- What if we had a list of mentors and then match those mentors with new hires at orientation?
- What if we contact each new OA (from the list Shirien gets from HR) and welcome them and set them up with a mentor if they want one?
- There are different kinds of mentoring: the kind that happens inside a department that is related to how to do the job, and the kind that happens outside the department: where you make campus contacts, etc. Maybe we should concentrate on the campus contact type of mentoring.
- Administering an ongoing mentoring program is beyond the scope of this council.
- Maybe we should reinstate Brown Bags so folks can network and make those campus connections.

Compensation system:

- How do other universities deal with the compensation system for administrators and managers?
 - Eliza Schmidkunz from Law is researching compensation systems: Fred will send her an email, cc'ing and introducing our three guests from today's meeting, (Karen Kennedy, Cynthia Stenger, and Melanie Williams) and suggesting that they all work together.
4. **Mid-year review: what have we done, not done? Where are we going?** Perhaps we'll take this up at a future meeting.
 5. **Proposed attendance policy:** From the [Senate web page](#):

Enabling Legislation:

5.3 the seat of any senator shall be considered vacant if the senator is absent two times in one term from regularly scheduled meetings of the senate, unless the secretary has been notified in advance of the senator's illness or anticipated absence on university business.

Bylaws: Attendance:

4.10 The University Senate requires that the Secretary shall keep a formal roll of all its members. At each meeting Senators shall check off their names to show that they are present. The roll also shall reflect all excused absences. The minutes of the Senate shall record all present, excused, and absent members. (See 3.8 & 5.3 of enabling legislation.)

Proposal for OA Council: That we put the following on the [Operating Procedures](#) page:

The minutes of each council meeting and any formal OA meeting shall indicate which council members were present, absent, or excused due to sickness or conflict with University business. The seat of any member of the council may be considered vacant if the Council member is absent without excuse (as defined above) two times in one year from regularly scheduled meetings of the Council or formal OA meetings.

Council members will discuss this addition via email.

6. Recap/review/next steps/next agenda:

- Orientation ideas for OAs: Guests: Linda King and somebody from Academic Affairs
 - Quarterly Brown Bags: brainstorm on this
 - Update from DonnaW and ShirienC on the HR OA Project.
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