

## Officers of Administration Council July 8, 2009

Members Present: Shelley Elliott, David Espinoza, David Landrum, Linda Leon, Tenaya Meaux, Jessi Steward

Members Excused: None

Others Present: John Crosair, Miriam Bolton

### Minutes

1) OA Policy Committee Update: Shelley and Tenaya reported on the progress of the committees that they sit on. Shelley reported that subcommittees have been working but unfortunately the policy review committee has missed its 1st deadline. Discussion ensued on the importance of continuing to track the progress of the OA Policy Review Committee and that the OA Council in cooperation with other OA representatives need to hold the responsible parties accountable for published timelines and better communication.

2) VPFA meeting: The VPFA Directors meetings for the summer have been cancelled.

3) Distribution of OAC duties for 2009-10: Shelley Elliot has agreed to continue in her role as Chair of the OAC with David Landrum agreeing to serve as Vice-Chair. Web site and listserv duties were divided between Tenaya Meaux who will maintain the OAC web site and Linda Leon who manage the OAC lists. David Espinoza agreed to take minutes. Jessi Steward and David Landrum will coordinate the OA Conversations. Discussion of next year's OA Conversations resulted in the following guidance being given to Jessi and David: 1) as a follow up and furtherance of the relationship being built with Pam Farmer, Director of Organizational Training and Development, it was recommended that Jessi and David meet with Pam to coordinate and consult with her; 2) suggestion was made to work toward a quarterly OA Conversation; 3) thought should be given to developing the OA Conversation around a theme for the year.

4) OAC Web site changes: Tenaya Meaux previewed for the Council the changes to the OAC web site. Consensus was that Tenaya has done a good job with the evolving design of the OAC website.

5) Identify 2009/10 OAC Goals: There was some discussion of OAC goals. Tracking the OA Personnel Policy Initiative remains a top priority for the OAC. Tenaya will route an updated draft of the goals to the OAC to facilitate further discussion at the 7/22/09 work session.

6) Meeting with President Lariviere: Discussed setting priorities for meeting with President Lariviere. The OAC will continue to try and meet with the new president sometime this summer. OAC will also try to get a commitment for President Lariviere to attend the annual meeting for OAs held this fall.

7) July Summer Social: The date for the July Summer Social was set for July 28. Linda Leon will confirm the location (School of Music). Alternative locations were discussed if needed.

8) Fall Meeting with Frances Dyke: Given the number of events and meetings that the OAC is trying to schedule for the fall, it was decided that we would schedule our meeting with Frances Dyke no earlier than November. Shelley will follow up with Frances' office.

9) Appointing OAs to university committees: Recently the OAC has received requests to participate on various ad hoc university committees. Discussion centered on how to handle these requests and how to include a broader representation of OAs on these committees. We seek to involve a greater number of OAs by soliciting their participation on these committees through the OA news listserv. Toward that goal we will respond to requests for OA participation on ad hoc committees by requesting the following information:

1) Purpose of the committee 2) Identification of the committee chair 3) Anticipated time commitment 4) Number of OA representatives needed 5) Deadline to provide names

With this information a message will be sent out through the OA news listserv to recruit interested OAs. OAs will be selected randomly if there are more volunteers than opportunities.

10) Annual Meeting: discussed possible options for including OAs from Portland.

11) Summer meeting with OA representatives from FAC and UO Senate: A meeting is schedule immediately following today's OAC meeting to discuss the OA Personnel Policy Review Committee's progress toward published goals and timeline.

#### ACTION ITEMS:

Linda Leon:

1) Update OAC and OAreps listservs to reflect current membership.

2) Will continue to try and secure the School of Music for the July Social while exploring the College of Education, and the lawn on the south side of Johnson Hall as other options.

Shelley Elliott:

1) Continue to try and schedule meetings with President Lariviere.

2) Will draft a memo to send to Linda King regarding the OA Personnel Policy Review Committee and the need for updated information and ongoing communication. (done)

Jessi Steward:

1) Will research and report on video conferencing options for the Annual Meeting.

2) Help set up canopies for summer social event.

Tenaya Meaux:

1) Change wiki and intranet username and password (done)

2) Update OA Events and Council members webpages (done)

3) Update links on Helpful Links and Jargon webpages (done)

4) Update 2009-10 OAC Goals and route (done)

5) Add OA Reps to wiki (done)