

Officer of Administration Council Aug. 12, 2009
109 Friendly Hall

Present: Shelley Elliott, David Espinoza, David Landrum, Jessi Steward

Excused: Linda Leon, Tenaya Meaux

Guests: John Crosiar, Kim Holland-Turley, Linda King, John Russell

MINUTES

BUSINESS

1) OA Policy committee update

Linda King introduced Kim Holland-Turley to OAC members and guests. Kim has been hired on a 6 month contract to assist the OA Employment Policy committee with its work. Kim will serve as a bridge for the committee and its process until the hire of a new Associate Director for OA Employment is hired. Linda reported on the progress of the subcommittees working on the OA Employment Policy Review Initiative: Kim Holland Turley is working on performance appraisals, researching and preparing drafts of appraisal forms and developing a tracking process for ensuring that OAs have regular performance appraisals; existing policies governing OA employment are getting posted to the HR web site; Penny Daugherty is leading the subcommittee on grievance policies; Kathy Stanley is leading the subcommittee on the timely notice issue; compensation subcommittee is meeting.

Linda King presented a draft of the position description for the new Associate Human Resources Director for OA Employment. Council members provided feedback and made suggestions. Discussion ensued over the apparent decision to make this position and HR the entity responsible for all OA employment issues. Concern was raised over the challenge this position could have with managing the dual relationship representing both the employer and the employee; duties vis a vis the OA Employment Policy Review Initiative need further clarification; a request was made for more detail regarding prior experience.

2) Meeting with President Lariviere

The meeting with President Lariviere is scheduled for 109 Friendly on 8/24/09 at 10am. Shelley presented the outline of an agenda for the meeting and portions of the agenda were assigned. Issues to be discussed will be: OA Employment Policy Initiative Review process, OA Annual meeting, trust and communication, OA Conversations, how might the OAC be of help to him.

3) OAC annual meeting – Oct 27th from 10-11:30

Duties for the annual meeting were discussed. Jessi reported that the only rooms available for video conferencing were classrooms that would not be available for the time that the Annual Meeting is scheduled. Jessi will look into the arrangements and costs for recording the event for eventual loading onto the OAC web site. It was decided to hold the Annual Meeting in Gerlinger Lounge, Jessi will schedule the room. Some time will be spent at the Aug. 24th meeting with Pres. Larivierre to prepare him for this event.

4) July summer social – recap

It was generally felt that the Summer Social went well, reviews were positive.

5) Fall meeting with Frances Dyke

Shelley will contact Frances' office to schedule this meeting for some time in November, schedules permitting.

MISC

1) Rachael Raia has advised the OAC that she intends to move off of the Policy Library workgroup resulting in the need for the appointment of another OA to the committee. An announcement will go out on OAnews soliciting for OA participation on this workgroup.

2) Tenaya Meaux has announced that she will be leaving University employment on 9/30/09. This will require the appointment of a new member to the OAC to replace her. Shelley presented information based on the bylaws which details the process for replacing Tenaya. The bylaws grant to the OAC the ability to appoint a new member to the OAC without holding another election. Reference will be made first to the results of the last election and an attempt will be made to find someone to replace Tenaya from that group. Attention must be paid to maintaining a balance of representation among the 3 types of university units: administrative, auxiliary, and academic.

3) John Russell presented to the OAC the outlines of an idea for the creation of an OA grievance/appeal committee that would come as a result of action by either the FAC or the University Senate. Discussion of this idea led to questions of jurisdiction, especially in light of the uncertainty surrounding the direction and outcome of the faculty governance discussions currently underway. Consensus was to await the outcome of the OA Policy review process and faculty governance discussions before looking at other alternatives or ideas related to OA grievance policies.