

**Officers of Administration Council Meeting
Wednesday, September 9, 2009 1:30-3:00 pm
109 Friendly Hall**

Minutes

Present: David Landrum, Shelley Elliott, Tenaya Meaux, Linda Leon

Excused: Jessi Steward

Guests: John Crosiar, Pam Farmer, Linda King, Kim Holland-Turley, Miriam Bolton, Andre Chinn

1) BUSINESS

- Pam Farmer presented a draft of the new Training and Development policy for discussion. OAC will review and individuals will provide feedback to Pam by the end of next week.
- New OA Orientation
 - o New OA Orientation will be held in the Pape Room at the Jordan Schnitzer Museum of Art.
 - o Pam Farmer and Linda King presented the agenda for the New OA Orientation. Their intention is to make the program more interactive by utilizing the OAC and other OA representatives to facilitate discussion in small groups. Feedback given to Pam was that the proposed schedule did not appear to provide adequate time for introductions and networking. Pam agreed to rework the agenda and will send out a new draft of the New OA Orientation agenda.
 - o Pam will include suggested assignments as part of the new agenda.
 - o OAC will advertise the New OA Orientation through the OAC web site and Human Resources will distribute the email invitation to OAs.
 - o Catering is being taken care of by Human Resources.
- David Landrum volunteered to replace Tenaya Meaux on the Performance Appraisal sub-committee of the OA Personnel Policy Review Initiative.
- Shelley will look into scheduling a Fall term meeting with Frances Dyke.
- Discussed the scheduling of an October meeting with other elected OA Representatives and decided to postpone until the Winter term. Shelley will email the OA reps to solicit their opinion.
- David Landrum provided an OA Conversations update. He and Jessi have received commitments from Jim Bean, Pam Farmer, Michael Redding, and President Lariviere.
- Linda King identified the members of the search committee for the new Associate Director of Human Resources for OA Employment. As part of the on-campus interview process she would like to have the candidates meet with a panel made up of the OAC and OA Reps.
- Linda King and Kim Holland-Turley presented an update on the progress of the OA Personnel Policy Review Initiative. A set of links to OA Policy framework are now posted on the Human Resources web site. These links organize and present policies currently in place and represent the current benchmarks and outline of OA employment policies in existence. The goal will be to have a resource that will be indexed and searchable.
- Reviewed duties and agenda for the Annual Meeting. Shelley Elliott will send out the invitation and goals through OAnews.