

**Officers of Administration Council
Meeting Minutes
Wednesday, December 8, 2004
1:30-2:30 Coquille Room**

Members present: Marilyn Reid, Chris Loschiavo, Abe Schafermeyer, Janice Langis, Kathy Cannon (notetaker)

Others present: Fred Tepfer, John Crosiar, Kathy Cooks, Karen Logvin

Agenda

1) Announcements (5)

Shower for Annie & Finley Friday, 12/10

2) Review November meeting minutes (5)

OK as written

3) Karen Logvin, Human Resources; Evaluation of O.A. PIN ceremony. (10)

We discussed the success of the Pin ceremony. The council was pleased with the turnout and will continue having the ceremony in conjunction with the Annual Meeting. We clarified our roles -- the ceremony is an HR event. All arrangements will be made by HR and be open for OA Council involvement and consulting. Council members do not have time to be contacts for RSVPs, etc. Kathy Cooks will contact the council 6 months before the event to coordinate.

Suggestions for next year:

- clearly phrase what we are recognizing
- double-check the accuracy of years of service
- recognize in groups (i.e., "20 years, please stand")
- OA council will greet at tables and help distribute pins

4) Misc reports and updates: (20)

■ **Brown Bags**

Brown bags are planned for each term; Abe shared limited survey results from the Annual Meeting -- will re-do survey on-line regarding future topics.

■ **Budget allocation request**

A request has been made to Dan Williams for a budget that the Chair will monitor and be responsible for.

■ **OA Contract clarifications**

A handout was distributed defining the appointment types; followup on this topic at a future meeting.

■ **0304 Annual Report**

Marilyn is working on a draft of the annual report.

■ **OA Handbook**

Linda King has promised a final draft in the near future.

5) Issues brought up at Annual Meeting – and where do we go from here? (10)

The council created a subcommittee, Marilyn Reid, Janice Langis and Annie Bentz, to brainstorm on these issues and how to proceed.

6) Misc. (5)