

**Officers of Administration Council
Meeting Minutes
Wednesday, November 11, 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

Agenda

1) Announcements (5)

Annie had her baby! Mom and baby Finley are doing fine.

2) Review October meeting minutes (5)

Minutes approved as written; Kathy will send to Fred for posting.

3) Debrief and Review Annual Meeting and Pin Ceremony (15)

Issues bought up at meeting & how to follow up

The council was disappointed with the VP turnout for the meeting given the advance notice. Kathy volunteered to go back over minutes, the annual report, and brown bag notes for issues needing follow-up by the council. Some topics were: OA sharing of vacation time – see what other OUS institutions are doing if there is any interest; OAC to sponsor a training session directed at deans, directors/dept. heads on personnel issues involving OAs (possibly an introduction to the OA Handbook (??))

4) Report from the “Brownbags Ad-Hoc Committee ”(10)

The committee reported that several brown bags are in the works:
December 9th, with Michael Redding to discuss the upcoming legislative session;
Parking -- Fred Tepfer and Rand Stamm;
New suicide prevention policy -- Chris and Robin Holmes;
“Millennial” generation -- Laura Blake Jones;
Diversity project -- Greg Vincent

Abe is tallying the results of the survey handed out at the annual meeting for more topics.

5) 2003-04 Annual Report (10)

Fred gave the council some advice on how to prepare the annual report and what should be included.

6) Misc. Business (5)

- Name an OA Council member to serve on Public Safety Advisory Group while Annie is on leave
Abe will serve;
- Website – Fred is making small fixes;
- Other?

OA Handbook – follow-up questions on salary equity, contracts, FAQs with Linda King;
Budget follow-up with Wendy Larson

Future Meetings:

December 8, 1:30-2:30, EMU Coquille River Room

January 12, 1:30-2:30, EMU Umqua River Room

February 9, 1:30-2:30, EMU Umpqua River Room

March 9, 1:30-2:30, EMU Board Room