

**Officers of Administration Council
Meeting Minutes
Wednesday, September 8, 2004
1:30-2:30 EMU Umpqua Room**

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

Others present: Linda King

Agenda

1. Meeting minute taker?? August minutes (5)

Kathy will take minutes and email revised July minutes.

2. Linda King: Update on OA Project (15)

Linda gave an update on the OA project and her upcoming meeting with Lorraine Davis on September 10th. Linda feels she needs to finesse Lorraine for approval (on a comfort level). She indicated that Lorraine was hesitant about the Handbook/OA Policy because she doesn't want a lot of separate handbooks for small subgroups of employees. The more documentation, the easier it is to challenge. We had a discussion about a handbook versus the website; impact on OA morale. If Lorraine doesn't give her approval, the council will want to meet with her directly.

We also discussed the OA Orientation letter and a receiving a current list of new OAs to campus.

3. New OA Orientation: Go over presentations (15)

Each group went over their ideas for presentations.

4. Brown bags (5)

The subcommittee will be Chris, Kathy and Abe who will meet to decide a fall topic.

5. New OAC member start date...make changes? (5)

The start date for new members will be changed to July so they can officially start during the summer. Changes will be made to the website.

6. Sponsor Suicide prevention efforts in October (5)

The UO is changing its suicide policy and will be training employees when implemented.

7. Safety Advisory Committee

This was done via email. The committee member is Az Carmen.

8. Schedule fall meetings (3)

Meetings will continue to be the second Wednesday of the month at 1:30; rooms to be scheduled.