

OA Council Minutes

September 13, 2011 9:30 am – 11:00 am
109 Friendly

Members		Lead Assignment/Title		Present		
David Espinoza		(with Lisa) Item 8		X		
David Landrum				X		
Linda Leon		Items 2 and 6		X		
Stacy Williams Wright				On FMLA leave		
Miriam Bolton		(with Colleen) Item 1; Items 5 and 7		X		
Patricia Easley				X		
Lisa Raleigh		(with David E.) Item 8		X		
Colleen McKillip		(with Miriam) Item 1; Item 2		X		
Guests						
Annie Bentz, Affirmative Action		Item 1		X		
Pam Farmer, HR – Dir Org Dev & Training		Item 2		X		
Mary Beth Allen, HR – Assoc Dir OA Employment		.		X		
Item 1	Item2	Item 3	Items 4 and 5	Item 6	Items 7 and 8	Standing Agenda
Respectful Workplace	OA Orientation Preparation	Agenda, Meeting with Provost Bean	Final review of Mission/Vision & Goals	Review annual 'to do' list	Agenda Annual Mtg; and Update OA Conversations	Review of Minutes

Topic	Discussion	Decision	Assignment
Item 1 - Respectful Workplace	<ul style="list-style-type: none"> After assessing the needs of UO employees, Affirmative Action and HR has developed an education and outreach program regarding respectful workplace environment. The intent is to provide greater context for the Vice Provost for Academic Affairs annual reminder to departments of the university policy and foster an opportunity for conversation and resources. How the OAC can help involve OAs in fostering a respectful workplace. 	<ul style="list-style-type: none"> OAC will support these efforts to improve the workplace environment. 	<ul style="list-style-type: none"> Annie will draft email asking for OAs to participate. Miriam and Colleen(?) OAC will suggest OAs who might be interested in participating.

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Item #2 – OA Orientation Preparation	<ul style="list-style-type: none"> • In response to the OAC's request, Pam has revamped the orientation program to be more interactive and allow more time for networking. • Marybeth will MC the September 21 program and the President will again participate. • Program focus is sustainability - human and external resources. Emphasis on: <ul style="list-style-type: none"> (a) resources available to OAs before a concern develops into a problem; and (b) a few values that Pam observes in the university's culture and practices. • Steve Mital will be the guest speaker briefly discussing sustainability as a university value. • A succinct handout requested. • OAC requested that HR elicit support from the Leadership Council, Deans and Program Directors to encourage new OAs to attend the orientation and provide a departmental OA to host the new employee. • How to personalize invitations? Perhaps divide names of new OAs between OAC members and place personal calls inviting them to participate. • "New" OA is defined as an OA hired between date of last OA orientation to current orientation, including employees who have been reclassified to an OA position. • Tami Oarr of Academic Affairs has agenda for morning Faculty/OA orientation program. • It is difficult to identify OAC members in a group, name badges would help. 	<ul style="list-style-type: none"> • Budget expenditure approved for OAC member name badges. • Each OAC member will host a table at the orientation; responsibility is to help sustain conversation not direct it. 	<ul style="list-style-type: none"> • Pam will ask Linda King to make an announcement at the Leadership Council. • Linda Leon will send list of new OAs. • Colleen will order OAC member name badges.
Item 3 – Agenda for Meeting with Provost Bean	<ul style="list-style-type: none"> • OAC will meet with Sr. Vice President and Provost Jim Bean <ul style="list-style-type: none"> (a) Update on CFO search; (b) OAC's reporting relationship to UO Executive Leadership and how the decision is made; (c) What is strategic plan to blend academic plan with increased student enrollment and what administrative support is needed; and (d) How can OAC help upper management? 		
Item 4 – Final Review of	<ul style="list-style-type: none"> • To complete their post-retreat assignment, Lisa and Patricia refined the OAC Mission and Vision statement to strengthen 	<ul style="list-style-type: none"> • Final version was accepted 	

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Mission, Vision and Goals	<p>the wording and reflect aspirational goals.</p> <ul style="list-style-type: none"> The wording around the aspirational goals speaks to the guiding principles of the OAC. Council members carefully reviewed and discussed the edits. 	<ul style="list-style-type: none"> and will be shared at Annual Meeting. 	
Item 5 – Final Review of 2011-12 Goals	<ul style="list-style-type: none"> Nine goals ranging from short to long term were identified at the OAC August retreat. 	<ul style="list-style-type: none"> Goals will continue to be refined during future work sessions. 	<ul style="list-style-type: none"> Miriam will re-send the summary of goals to Council members.
Item 6 – Update Annual “to do” List	<ul style="list-style-type: none"> The OA Policy Initiative will be an ongoing focus of the OAC. 	<ul style="list-style-type: none"> Mary Beth Allen will be invited to Oct 25 Work Session to discuss policy process. 	<ul style="list-style-type: none"> Linda will invite Mary Beth to attend at 9:30a.m. 10/25.
Item 7 - Annual Meeting	<ul style="list-style-type: none"> The Annual Meeting with the President will be held Nov 8. 	<ul style="list-style-type: none"> The Annual Meeting announcement will be sent to OAs in early October. 	<ul style="list-style-type: none"> Miriam will send announcement.
Item 8 - OA Conversations	<ul style="list-style-type: none"> Dates for OA Conversations are being confirmed for this academic year. Tentative plans include October- UOAA and Ford Alumni Center; December – Matthew Knight Arena and new dorm; and UO Portland in March or April 2012. Inviting Uri Farkas (UOAA) to the Sept work session would be helpful for preparation. 		<ul style="list-style-type: none"> Lisa and David E. will invite Uri Farkas to 9/27 work session.
Standing Agenda	Minutes Review – this is the first meeting of academic year 2011-2012; no prior meeting minutes needed review.	<ul style="list-style-type: none"> N/A 	
Next Meeting	Work Session - September 27, 2011 9:30-11:00 – 228 Chiles (BRI)		

Recorder: Patricia Easley