

OA Council Minutes

January 10, 2012 9:30 am – 11:00 am EMU Century Room D
(Approved 2/14/2012)

Members		Lead Assignment/Title			Present	
Miriam Bolton		Chair			X	
Patricia Easley		Training Liaison			X	
David Espinoza		OA Forums			X	
Linda Leon		Senate Liaison			X	
Deb Mailander		Communications			X	
Colleen McKillip		Vice Chair			X	
Lisa Raleigh		OA Forums			X	
Stacy Williams Wright		Web			X	
Guests						
Paul Shang		Assoc VP/Dean of Students (for Robin Holmes)				
Linda King		Assoc VP, Human Resources				
Item 1	Item2	Item 3	Item 4	Item 5 and 6	FYIs	Standing Agenda
Paul Shang, Student Affairs	Update on OA Forum	2012 Elections	Follow up on Qualtrics Survey Comments	Planning for 2012 Report from Subcommittees		Approval of minutes

Topic	Discussion	Decision	Assignment
Approve December Meeting Minutes	Minutes were approved. Discussed goal of getting minutes sent out to the group for review within a week or definitely before next meeting. Reminder that minutes taker should make final changes and after approval of final minutes, send to Stacy to put on website. Next month Lisa will take notes and Colleen will do March due to scheduling conflicts.	Approved	All
Paul Shang, Student Affairs	Discussed roles and challenges of OAs in Student Affairs. Paul sees important roles for OAs because of need for flexible schedules and professionalism. Currently about 286 FTE of unclassified and 490 FTE of classified. Challenge is that new OA admins with Masters degrees are needed to work a lot of overtime/off hours for relatively	Will look into Student Affairs OA Forum options	Lisa

Topic	Discussion	Decision	Assignment
	<p>low pay for entry level positions. OAC and Paul noted that different departments can afford to pay different amounts because of funding structure of academic versus support services. Paul felt that at the UO there is not always a real career ladder, and that the reality is that people often change institutions in order to promote/move up in their professions. Also Paul echoed the need for some type of salary analysis/review structure within the UO.</p> <p>Student Affairs has recently reorganized and the OAC and Paul thought it has resulted (under Robin's leadership) in better services to students and the UO, and more positive collaboration among OAs and staff. Paul noted that another challenge for OAs to not get stuck at their desks and to have a broader view of the University.</p> <p>Discussed possible OA forum for student affairs focusing on changing student body, student needs and the new structure and IT tools (e.g. duck tracks and advisor tracks) at Student affairs that might be of interest to others.</p>	<p>Subcommittee on equity will talk with Paul about salary survey.</p>	<p>Lisa and David</p>
<p>OA Forum</p>	<p>Next up is February tour of Matthew Knight Arena. TBD. Other ideas: Portland tour or forum; forum with Lorraine and Jamie; Tours of new science building and new dorm, Tree tour/ice cream social over summer; facilities tour?</p>	<p>Investigate options</p>	<p>Lisa R. with help from others as needed</p>
<p>2012 Elections</p>	<p>Need to get a much earlier start this year and make sure that OAC elections are included in Senate announcements of open positions. Also need to make sure that at as many events as possible, we let people know of upcoming elections. Need early contact with Chris Prosser.</p> <p>Usually elections are in early May. OAC should get announcement out in February if possible so interested OAs can attend our meetings before elections. Nominations in March.</p> <p>Discussion about different roles of OAC and OAs on the Senate. Need info on OAC and HR/OA websites about different opportunities for OAs.</p> <p>More recognition needed for OAs that serve on committees, possibly from President's and/or Deans office.</p>	<ol style="list-style-type: none"> 1. Notice to OANEWS of all OA volunteer opportunities in late January/early Feb 2. Nominations notice in early February 3. Promote elections 	<ol style="list-style-type: none"> 1. Miriam to draft general notice? 2. Linda will draft notice for OAC nominations. 3. Miriam will contact Chris Prosser 4. Stacy and Linda King responsible for website updates
<p>Qualtrics Survey</p>	<p>Reported out on conversations with people who wanted to talk more about the survey. Issues with high turnover and low pay, general approval of role of OAC and work we are doing, people seemed to like the survey and that they were being asked.</p>	<p>Further report outs on conversations when we can.</p>	

Topic	Discussion	Decision	Assignment
Planning for 2012		HELD OVER FOR NEXT MTG	
Report from Subcommittees		HELD OVER FOR NEXT MTG	
Next Meetings	Work Session January 24 (with Lorraine Davis) OAC Open meeting February 14 th (with Jamie Moffitt)		

Recorder: Deb Mailander