

# Officers of Administration Council

## Year in Review

June 30, 2018



# Officers of Administration Council



The Officers of Administration Council (OAC) is a body of 8 elected members and several appointed ex-officio members that represents the UO's diverse group of administrative professionals.

The purpose of the OAC is to promote and facilitate communication, identify and address issues pertinent to OAs, share information, enhance professional identity, and create opportunities for collegiality.

The OAC serves widely on search committees, advisory groups and professional development. The OAC maintains a database of OA volunteers segmented by interest, and makes nominations based on this list.

The OA Council convenes meetings to keep the OA community connected with university administration and key functions. Meetings typically are structured to provide OAs information on new or changing policies, activities, major goals, and professional development opportunities.

There are two scheduled monthly sessions, an open and working session. Generally open sessions have an invited guest to address issues of importance to OA's across campus. The working session is earmarked for committee administrative work, open discussion on current topics, and work on goals set for the year. This session also is used to have more direct discussions with administration as needed.

In the 2017-18 year, the OA Council has connected OAs with university administration and key functions.

# Officers of Administration



Officers of Administration represent 28% of the UO's workforce, with roughly 1,400+ diverse administrative professionals, serving in every department on the University of Oregon campus. OA positions range widely and include such titles as Coordinator, Manager, Director, Associate Vice President, Chief of Staff, and the President.

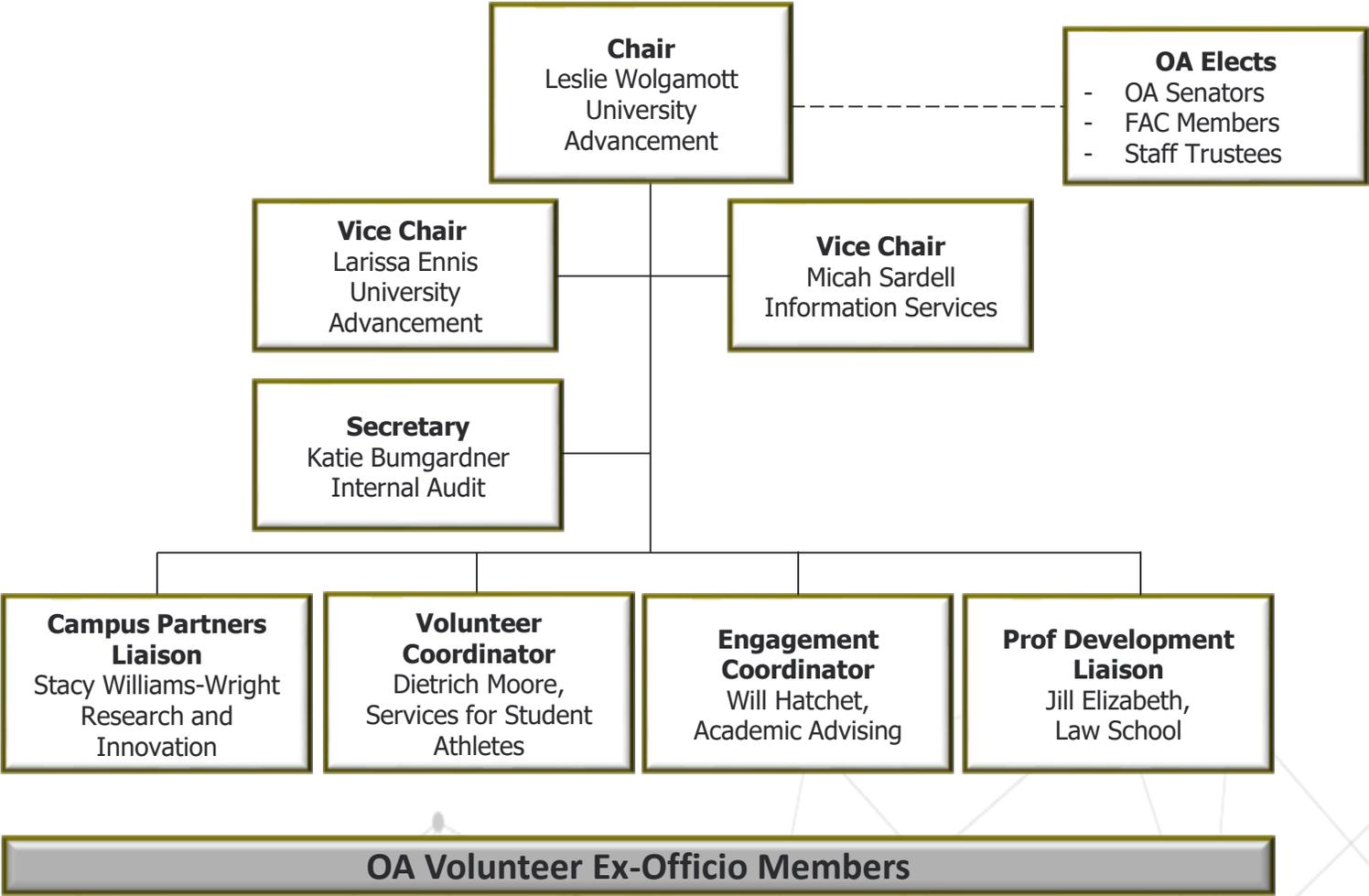
OA's serve on many committees including, but not limited to, University Senate, Faculty Advisory Council, and Policy Advisory Council.

Many hold advanced degrees; some have joined the UO from prior careers in the public and private sectors, and bring to bear the benefit of years of management and leadership experience in non-university settings. OAs are not only a treasure-trove of knowledge, experience and expertise; OAs are a necessary part of the creative efforts to streamline and enhance operations at all levels. Moreover, as the implementers of change, we can both influence morale and encourage openness to change among the OAs and classified staff we manage.

OAs at the University of Oregon are critical to the successful fulfillment of the university's teaching and research missions. OAs present a unique perspective on managing the university. We interpret policies, and supervise those who implement them; we contextualize university processes and practices within the UO mission, vision, and values; and we understand and communicate the import of university policy to a broad set of stakeholders. And not just to those we supervise, but the faculty members we partner with in managing the business of the university.

# OA Council Organizational Structure

2017-2018



# Goals



Each year the OA Council convenes over the summer in a retreat to discuss and prioritize goals for the upcoming year. These are the goals identified by the Council and shared with the membership for this year:

## **OA Orientation & Onboarding**

New workgroup to re-imagine the OA orientation & Onboarding experience.

Working with OA Council leadership, we invited a few OAs from around the university to participate in a small working group around OA training and development. The goal is to advance the discussions and create a program around OA orientation, training and development.

## **Common Reading**

Building community, enriching curriculum, and engaging research through the shared reading of an important book—this is what Common Reading at UO is about. The OAC will purchase books and intend to engage students, faculty, staff, and OAs in discussions related to the book that all first year students receive. The OAC hopes to expand the Common Reading program to OAs across campus.

## **Refresh OA Interest Database**

It is the goal of the Officers of Administration Council to provide opportunities for OAs to get involved in campus initiatives, committees, and other opportunities. The campus involvement survey is an opportunity for the OA Council to gather information of OA interest in getting involved. The interests of OAs we gather will allow the council to ensure all areas of campus are represented and engaged in OA activities and projects. Volunteers are an essential part of accomplishing and supporting the goals of the OA Council.

## **Listening Tour**

The OA Council will launch a workplace climate survey for all OAs on October 3, 2017. The goal is to gather information about issues that are important to OAs, get guidance and direction for OA Council priorities, and hear about what types of trainings OAs across campus need to support their success as key contributors to UO's mission, vision, and values. More information is forthcoming in a future issue of Around the O, or email [oa@uoregon.edu](mailto:oa@uoregon.edu) with questions.

## **OA Presence**

Look for additional opportunities to increase OA presence

Similar to faculty wine and cheese events - to be hosted at Falling Sky (EMU).

Open lunches with the OAC – similar to last year's lunches with Board of Trustee members.

# Accomplishments

## Survey and Listening Tour

After redeveloping the OAC Workplace Climate survey during the previous council term, the 2017-2018 OA Council launched the survey in fall 2017, analyzed and presented results in winter 2018, and held a series of focus group listening sessions in spring 2018 to gather further feedback.

Goal	2013-2014 survey	2017-2018 survey
<b>Refine questions and make quantitative to benchmark future surveys</b>	6 open-ended questions	14 quantitative questions, 2 open-ended questions plus 3 opportunities for open-ended “other” responses
<b>Increase participation</b>	109 survey responses, 45 listening tour attendees	533 survey responses, 51 listening tour attendees
<b>Broaden survey focus to capture overall workplace climate data</b>	Questions focused on whether OAs felt they had adequate opportunities for professional growth, career advancement, and participation in shared governance, and solicited reactions to changes in leadership and governance	Questions were modeled on research-informed best practice regarding whether OAs feel their work is valued by leadership, professional development opportunities, and general workplace climate questions e.g. institutional inclusivity of a variety of social identities

# Accomplishments



## Survey and Listening Tour continued

The Council analyzed the 533 survey results and produced a preliminary report, appended to this document. The results were published on the OAC website and presented in many venues:

- A meeting with the Vice President for Finance and Administration, the Chief Human Resource Officer, and the Chiefs of Staff to the President, Provost, and VPFA
- An OA Council open session with 56 attendees
- A special presentation to the President's Senior Leadership Team, consisting of Deans, Vice Presidents, and other key campus leaders

The Council held 7 listening tour sessions focusing on 6 key issues identified by analysis of survey results:

- Empowerment
- Inclusiveness
- Professional development opportunities
- Connecting with university leadership
- Compensation
- Career growth opportunities

Next steps are to collate responses from the listening tour, produce a final report and action plan during the summer of 2018, and collaborate with campus partners to make progress on key issues identified in the survey and listening tour.

# Accomplishments



Hosted several open meetings with campus partners and worked with campus leadership in providing a platform to launch new initiatives and to begin important conversations

- TransformIT, Jessie Minton
- University Accreditation, Ron Bramhall & Chuck Triplett
- Implicit Bias, Erik Girvan
- Diversity Action Plans, Yvette Alex-Assensoh
- Tour of JSMA exhibit on Conversations in the Round House, in conjunction with Common Reading Program
- Communicating Across Differences, Haley Wilson
- White Stag OA Meet & Greet, OAC Exec

# Accomplishments



The OAC participated on 5 DAP working groups and Showcase Oregon.

- Onboarding & Orientation, Micah Sardell
- Climate Survey, Katie Bumgardner
- Evaluating Existing Development Workshops, Leslie Wolgamott
- Implicit Bias/Professional Development, Larissa Ennis & Dietrich Moore
- Professional Development Pilot Project, Jill Elizabeth
- Leadership Succession Planning, Leslie Wolgamott

# Accomplishments



The OAC worked on several projects related to OA orientation and onboarding, refreshed the volunteer database, and rolled out a partnership with the Common Reading Program.

- Onboarding & Orientation: Started productive campus-wide conversations with a task force. Received input from what departments are doing successfully. Pulling information together in coordination with HR.
- OA Volunteer Database: Updated OA names. Used to fill search committees, special task forces and committees, volunteer OAC projects and goals.
- Common Reading Program: Distributed 250 books, encouraged group reading circles, discussions and featured at OA Strategic Leadership Conference. (see attached)
- OA Employee Policy Advisory Group: Review, develop and provide input on policies impacting OAs.
- OA Stars Awards: Partner with President's office to select and recognize OAs who have made an exceptional and positive impact on the university.
- Additional committees and task forces throughout the year.

# Accomplishments

The OAC hosted 139 Officers of Administration representing 34 departments for the 2018 OA Strategic Leadership Conference. This year's conference featured two keynote addresses and three concurrent sessions, offering twelve learning opportunities. All attendees received next year's common reading book, Thi Bui's *The Best We Could Do*.

- Full day conference from 8am - 4pm
- Offered 12 sessions, featuring UO staff,
- 197 registered (7% increase from previous year)
- 139 attended, 66% of registration (2% decrease from previous year)
- 12 volunteers from various areas
- Very well received, positive feedback



# Accomplishments

Budget allocated for the OA Strategic Leadership forum is \$11,000 annually. Budget is held by Human Resources and is allocated to the OAC as needed.

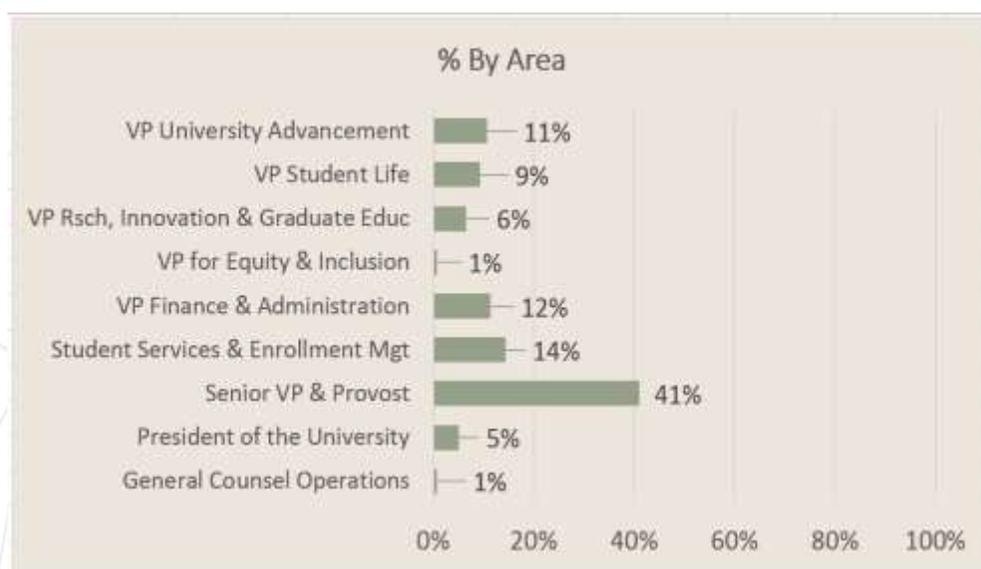


 <b>Annual Budget:</b>	<b>\$11,000</b>
▪ Catering/Facilities:	\$1,481
▪ Registration Packets:	\$1,014
▪ Keynote Speakers:	\$0 Fees waived
▪ Speaker & Volunteer Gifts:	\$252
▪ Attendee Gift, Book:	\$2,068
▪ Tech Support:	\$0 Advancement provided
	<b>Total \$7,237</b>

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# Conference Attendees

Unit Name	Count
General Counsel Operations	1
President of the University	7
Senior VP & Provost	57
Student Services & Enrollment Mgt	20
VP Finance & Administration	16
VP for Equity & Inclusion	1
VP Rsch, Innovation & Graduate Education	9
VP Student Life	13
VP University Advancement	15
<b>Total</b>	<b>139</b>



# OAC Budget



The Council has been active once again this year, responding to the needs of OAs and leadership. The FY18 budget managed by the OAC is \$4,150. This is a combination of general fund (\$1K) and auxiliary (\$3,140). The OAC also has up to \$11,000 in funding currently managed by HR. The OAC does not have access to these funds, but rather must submit receipts and invoices to HR to be processed.

The OAC would like to recommend that HR transfer these funds to the OAC at the beginning of the year. This will allow for more inclusive management of all fund allocations.

The council has managed to keep costs down by partnering with campus departments to ensure all OAs have access to our programming, including administrative professionals in Portland. Additionally, in Council year 2018-2019 the OAC will be moving to a quarterly meeting/forum schedule, instead of monthly open meetings. This will ensure more special projects & goals are attained within the year.

# OAC Budget

## Officers of Administration Council FY18 Budget Summary

*As of June 30, 2018*

Funding	15,140.00
Expenses	11,388.61
	<hr/> 3,751.39

Recurring Funding	FY18 Projected	Notes
General Fund Allocation	1,000	Permanent allocation
Auxiliary Fund Allocation	3,140	Permanent allocation
General Fund HR Allocation	11,000	General Fund in FY18, moving to Auxiliary fund in FY19 (193000)
	<hr/> 15,140	

Expenses	Amount	Notes
General Fund Allocation	1,000.00	Video & audio services, facility rental
Auxiliary Fund Allocation	3,115.50	Facility rentals, name badges, video & audio services, OAC strategic retreat
General Fund HR Allocation	7,273.11	OA Strategic Leadership Conference, Common Reading Books
TOTAL OAC Expenses	<hr/> 11,388.61	
Remaining Balance	3,751.39	FY18 to FY19 carryforward HR use only

## The Officers of Administration Council

The OAC is an elected body of 8 plus appointed ex-officios that represents the UO's diverse group of administrative professionals. Our objective is to promote and facilitate communication and to identify and address issues pertinent to OAs. Our purpose is to share information, enhance professional identity, and create opportunities for collegiality and engagement.

### Ongoing Initiatives:

- Collaborative Meetings
- Common Reading Program partner
- OA Engagement Survey & Listening Tour
- OA Strategic Leadership Conference
- Connecting OAs with UO administration
- OA Employment Policy Review
- Create Opportunities for Engagement

### OA Council:

Leslie Wolgamott  
Larissa Ennis  
Micah Sardell  
Katie Bumgardner  
Dietrich Moore  
Jill Elizabeth  
Will Hatchet  
Stacy Williams-Wright

Have an idea? Get involved today!  
Email the Council at: [oa@uoregon.edu](mailto:oa@uoregon.edu)

