



UNIVERSITY OF OREGON

## **Officers of Administration Council**

### **Meeting Minutes**

**Wednesday, June 10, 2009**

**1:30–3:00 p.m. 109 Friendly**

**Members Present:** Shelley Elliott, David Espinoza, David Landrum, Linda Leon, Rachele Raia, Jessi Steward

**Others Present:** John Crosiar, Linda King

**Excused:** Cynthea McIntosh, Tenaya Meaux

### **Agenda (TO DO items Highlighted in YELLOW)**

#### **1) MINUTES**

- Meeting minutes from May 13<sup>th</sup> meeting posted on OAC website.

#### **2) BUSINESS**

- Professional Development Speaker – follow up
  - Feedback process: results from the OAC survey are due at the close of 6/10/09.
  - Debrief phone call with Greg Bell: Tenaya, John, David E. and Shelley, and Pam Farmer will attend this conference call. Results from the OAC survey and Greg Bell's request for comments will be discussed. A summary of the debrief will be shared with the OAC at a future meeting.
- OA Policy committee update (Linda King):
  - Linda King said the OA Employment Policy Review Committee has assigned policy areas to subcommittees for drafting. All subcommittees have either met or are scheduled to meet. In preparation for a targeted July 1<sup>st</sup> release of a draft copy, the Policy Format has been developed and is in the process of identifying links to current policy. It is anticipated this will be a “one-stop shopping” comprehensive website to view policy related to various areas pertaining to OAs.

- Last week, Shelley distributed a draft of the Policy Format as well as a draft of the Flexible Work Schedule to the OAC for review and comment.
- Scheduling of Upcoming Events for the OAC:
  - Summer meeting with President Lariviere – request sent on 6/10/09 via Tim Black. Shelley to follow up as needed.
  - Summer Social: the OA Council is considering July 21st or July 22nd from Noon-2:00 p.m. for this event and are looking at the School of Music as a possible venue. Beverages, ice cream, and fruit will be available. Linda Leon in charge of catering, tents, and School of Music arrangements. Email requesting President Lariviere attend sent on 6/10/09. Notice to oanews should go out approximately 7/1/09.
  - OA Annual Meeting: Generally held in late October or early November from 10:00-11:30 a.m. Email request sent to the President on 6/10/09 via Tim Black requesting his availability. The President will be asked to speak at this meeting. Need to send an invitation to all senior administration. An announcement should go out to all University of Oregon OAs by the end of September.
- OAC representation on Presidential transition team: it was noted the OA Council is not represented on the Presidential transition team, however, two OAs are on the team. The Council discussion on this topic resulted in concurrence that OA representation on committees should not be limited to the OA Council but rather a broader perspective is gained if all OAs have the opportunity to serve on committees.
- Upcoming VPFA meeting on July 8<sup>th</sup>: David Espinoza will attend this meeting on behalf of the OAC and provide a brief summary at the OAC meeting later that afternoon.
- OAC meeting dates/times for 2009-10: Effective July 1<sup>st</sup>, the Council decided to hold regular meetings on the second Wednesday of each month from 1:30 – 3:00 p.m. Work sessions, if needed, will be on the fourth Wednesday of the month from 1:30 – 3:00 p.m. Linda Leon will reserve 109 Friendly Hall for these meetings.
- OA representative needed on Policy Library committee: This committee is developing the process for approving a policy at the UO and drafting the Policy Library website. It is expected an OA representative will be needed on the Policy Library committee to replace outgoing member, Rachele Raia. The OA Council needs to

determine a process for appointing a representative at our next meeting.

- OA Contracts: It is predominantly OAs who are impacted by the decision to delay issuance of unclassified contracts. Linda King was asked what happens to OAs who begin working July 1, 2009 without a contract due to the uncertain budget climate? Under what context do we go forward? Linda indicated timely notice would not be affected. Human Resources plans an email notification near July 1<sup>st</sup> to OAs to remind them of the delay in contracts, why this is happening, and when to expect contracts.

### 3) MISC

- Request new OA lists from HR on a quarterly basis to update oanews. Next request to occur in early July for the period 4/1/09-6/30/09. (Linda Leon)

### 4) OTHER ANNOUNCEMENTS

- The OA Council will use a portion of the July 8<sup>th</sup> meeting to determine who will be responsible for certain duties during 2009-10. Linda Leon has already volunteered to manage our major demo lists.

#### **Future dates to remember:**

OA Council, next work session: June 25, 2009 in 109 Friendly, 2:30-3:45

VPFA Large Group Meeting: July 8, 2009, JHCR, 8:30-10:00 (David E. to attend)

OA Council, next Meeting: July 8, 2009, 1:30-3:00, 109 Friendly

OA Council, next work session: July 22, 2009, 1:30-3:00, 109 Friendly

OA Council, next Meeting: August 12, 2009, 1:30-3:00, 109 Friendly

OA Council, next work session: August 26, 2009, 1:30-3:00, 109 Friendly

OA Council, next Meeting: September 9, 2009, 1:30-3:00, 109 Friendly

VPFA Large Group Meeting: September 18, 2009, JHCR, 8:30-10:00

(David E. to attend?)

New OA Orientation: September 23, 2009 (OAC and OA reps)

OAC meeting with OA reps: September-October, 2009

OA Council, next Meeting: October 14, 2009, 1:30-3:00, 109 Friendly

OA Council, next work session: October 28, 2009, 1:30-3:00, 109 Friendly

VPFA Large Group Meeting: November 13, 2009, JHCR, 8:30-10:00

(Linda L. to attend)