



Administrative Council Meeting Agenda

November 9, 2016

Notes:

1. Human Resources Meeting with Suzette
 - a. Detail the history
 - b. What are the gaps we have at OT – how do we better onboard staff
 - c. Any items we put into a manual we have to uphold and pass through legal.
 - d. Developing – socializing and integrating them into the organization
 - e. Defining the handbook versus the on boarding guide.
 - f. Handbook * Leadership is really developing new policies – We should hold off on this
 - g. We can start working on an on boarding program should look like.
 - h. Potential turn around – for review December/January
 - i. Suzette and HR are developing for each location
 - j. Is there a way to see what other universities have completed?
 - k. Suzette discussed trainings that have been – can she provide us a list? I missed most of them. Suzette really recommends face-to-face trainings.
 - l. Maybe ask folks where they think their lack in their professional capabilities – this might be provide some insight into what types of trainings we can provide.

Action Item:

- * Josie and Carleen need to follow up with Suzette to get list of potential trainings – provide via
- * Admin Council will revise list of questions to ask based on our conversation with Suzette
- * Overtime exempt to overtime eligible -Suzette will complete a training this winter – just giving heads up to our Admin group

2. Review list of Unclassified Professionals & Questions

- a. Reviewed list and revised questions

Action Item:

Carleen will send updated questions out to Admin Council

Admin Council will leave questions a little more open ended to solicit feedback from other unclassified professional

AC will report back on what they found when meeting with their groups.

3. Winter Schedule

Action Item: Jennifer will send out doodle poll for winter schedules