



Administrative Council Meeting Minutes

April 12th, 2017

Attending (video conference):

Jennifer Kass
Josie Hudspeth
Corey Murphy
Jillian Alexander (replacing Lori Harris)
Sarah Matchett (guest)

Absent:

Carleen Drago Starr
Di Saunders
Jeff Dickson
Michelle Meyer
Leanne Reed
Erin Ferrara

Goals for Today's Meeting

To vote on Bylaws and Charter, inform any interested staff members about elections, review campus policies and provide feedback.

Item 1: Administrative Council Charter & Bylaws

- Opened floor for comments or questions regarding changes
- Jennifer motioned to amend charter and bylaws with the recommended changes.
- Corey seconded the motion.
- Motion passed with all in favor.
- Adopted new Charter and Bylaws.

Follow Up:

Josie: Send to Dr. Nagi for signature, post to Administrative Council website and T: drive folder.

Item 2: Administrative Council Elections

- Welcomed Jillian Alexander for remainder of 2016-2017 term (replacing Lori Harris)
- Discussed **benefits of membership**. Some benefits mentioned: opportunities to meet with candidates for high-level staff positions in a small group; opportunity to manage and influence policy and to be a voice of administrative staff. Opportunity to practice leadership skills, and a chance to build and improve something. A chance to contribute to campus community.
- For potential AC representatives, a preview of **2017-2018 work plan and goals**: working with HR on onboarding of new administrative staff and training of all administrative staff,

continuing to provide policy review on evaluation process, continuing opportunities to be the voice of administrative staff, increasing opportunities to create connections among administrative staff and between administrative staff and faculty/executive staff.

- Elections timeline and procedure
 - April 15- 30: Nominations accepted for 4 seats
 - May 1- 15: Ballot open in MyOIT.
 - May 30: Election results announced
 - June meeting: Admin Council meets with newly appointed members

Follow Up:

Josie to distribute information about elections to Admin Staff.

Josie to confirm how to do the ballot on myOIT.

Item 3: Administrative Emeritus Recommendation

- Reviewed Emeritus Status Definition and Privileges
- Reviewed application from Lita Colligan to President Naganathan requesting emeritus status
- Josie motioned to recommend Lita to President Naganathan for Emeritus Status.
- Jillian seconded the motion.
- Motion passed with all in favor.
- Voted to grant Lita Emeritus Status.

Follow Up:

Josie to notify Dr. Nagi.

Item 4: Oregon Tech Badging Principles

- Jennifer presented Badging Principles as written by Erika Veth
- Proposed to adopt principles as written
- Josie motioned to adopt the badging principles as written.
- Corey seconded the motion.
- Motion passed with all in favor.
- Adopted as written

Follow Up:

Josie to notify Erika Veth.

Committee Reports

1. FOAC

TUITION INCREASES – Brian Fox

- Early April budget forums – will be announced
- Tuition Recommendation Committee meeting – conversations continue. Likely to be above 5% (7-8%). Thus needs to be approved by HECC in early May, board will adopt

final recommendation late May. UofO may be 15%. Committee members feel comfortable with the process.

- Brian - Pell eligible here 45%?
- Late June, early July – State budget finalized. GRB – Governor’s Recommended Budget. Decision must be made without certainty.
- We have a strong fund balance, which gives us flexibility. We don’t need to increase tuition to cover the entire gap.

EMERGENCY OPERATIONS PLAN – Stuart Sockman

- Currently KF; WVL coming later.
- Local emergency organizations will be in charge for bigger events – local fire, etc.
- April 11, Active Shooter exercise on KF campus. Single gunman, perhaps Owens Hall. Police will be on campus. They will be disarmed.
- Also will be a hostage situation. Mostly training for the police, not so much for the university.

FUNDING MODEL - Brian

- Prior model: almost all Enrollment
- New model: Enrollment: 35% Outcomes/Completion/Student Success (defined by completion) 65%. Don’t care about employment right now, but may come
- Multiyear calculations, now less volatile
- Will be a gradual transition over next few years. Currently in Year 2.

2. Faculty Senate

Sent by Jeff Dickson after the meeting:

The primary focus of the meeting was around Non-Tenure Track Instructors and the proposed promotion policy for those positions. There is concern that some of the verbage regarding job description and when a non-tenure position should be used. There is currently is not a policy to hold faculty job descriptions just guidelines. The faculty handbook was mentioned but the concern was people might not look there for information.

The Tuition student forum had a small turnout.

Follow Up:

none

Other Business

Meetings in 2017/2018 tentatively scheduled for 5:00 – 6:00 pm on the second Wednesday of each month.

Next Meeting: May 11, 2017 at 1:00pm

Guest: Suzette Yaezenko, Chief Human Resources & Civil Rights Officer

Tentative agenda

- Feedback to Suzette on evaluation process
- Update from Suzette on onboarding process
- Update from Suzette on training opportunities

Carleen and Josie to present draft work plan for next year.

Discuss next steps in election process

Minutes approved via email 5/16/17.

Josie Hudspeth
Chair, Administrative Council

A handwritten signature in black ink that reads "Josie Hudspeth". The signature is written in a cursive, flowing style.