



## Administrative Council Meeting Minutes

January 18<sup>th</sup>, 2017

### **Attending (video conference):**

Jennifer Kass  
Josie Hudspeth  
Corey Murphy  
Carleen Drago Starr  
Di Saunders  
Jeff Dickson

### **Absent:**

Michelle Meyer  
Erin Ferrara  
Leanne Reed  
Lori Harris

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Winter term meeting time

- Set for 2<sup>nd</sup> Wed of each month at 11:00 am.

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### **Goals for Today's Meeting:**

Need to review bylaws and cross reference those with our goals, how we work with HR to review, and vet any policy changes.

### **Ideas that emerged from bylaw discussion and discussing the effectiveness of other groups on campus:**

1. Establishing attendance requirements for the groups
2. Understand the process of reevaluating or editing
3. Think about our budget – what do we need (who we are and how we want to define our roles and can we ask for a budget?)
4. Faculty Senate – has a smaller group that “beefs up” the agenda to bring ideas to the group and to funnel more of an agenda
5. Could be a potential role – to get use to and invite the President to campus? How do we get the campus to embrace this new President? How do we help “bring our community along” with the new changes for the
6. Complete and edit of bylaws – send out to the group for suggested edits. – Spend time at meeting to make some suggested edits. Do we need a vote to change bylaws....
7. Jeff will check with Faculty Senate on their process for edits – Josie notes what our process is
8. Bring an outline of what Admin Council does, what we could do, what are the questions that need to be asked or what do we need to be honest about as a group

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### **Spirit Week**

Admin Council pulls together a calendar of events that happen across campus to promote spirit among unclassified professionals. Ideas from the discussion included:

1. Think about how we can make Spirit Week a campus community building activity – bring together classified, unclassified, faculty, and students?
2. Proceed with standard goals of Spirit Week – Need to get communication out to all staff with clear guidelines of why we complete Spirit Week....
3. Plug Spirit Week at Admin/Faculty meeting next week – talk at Department Meetings
4. Spirit Week -- Feb. 13<sup>th</sup> – 18<sup>th</sup> – Could Josie pull a sub group together of ASOIT to pull together some ideas.
5. Bus staff to Klamath for game?

**Follow Up:** Josie will email President Kenton with budget request,

**Follow Up:** Josie will discuss the objectives at next Faculty/Admin meeting, Possibly pick out new trophy,

**Follow Up:** Di will talk to Ashley and Bill about things that were purchased in the past,

**Follow Up:** Josie will create guidelines for the competition.

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### **Communication to Constituents**

What should we do to better communicate with our constituents?

1. Meet and greet after revising our bylaws?
2. Need an introduction for the group
3. Email communication – agendas go out ahead of time – minutes from last meeting – supplementary documentation from last meeting
4. Faculty Senate – has open floor period for all meetings... Should we invite Administrative staff to meetings
5. Faculty Senate – has same order of materials each meeting.... Do we want to standardize this material?
6. Di can pass information on to the executive staff? – Di will take care of this....
7. Ask Suzette how we get access to the unclassified staff list....

**Follow up:** Josie will ask Suzette if she can have direct emailing capabilities to Administrative Staff.

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### **Oregon Public Universities letter requesting adequate funding**

Josie signed and believes it will be distributed soon.

**Follow up:** Josie will send out the letter once it has been sent to Governor Brown.

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### **Next meeting:**

Last to-do's on Spirit Week

Review and make edits to bylaws