

ADMINISTRATIVE COUNCIL MINUTES

February 14, 2012

Present: Shellie Wilson, Jan Abeita, Erin Foley, Joan Loustalet, Lee Raubolt, Suzi Petersen, Anne Malinowski (phone), Ron McCutcheon

Minutes of the January 18 meeting were approved without amendment.

New Business

The Council agreed to send a thank you card to Faculty Senate President Matt Schnackenberg for noting at the January Faculty-Administrator meeting that administrative staff did not recent raises while faculty and classified employees did.

Old Business

Survey Results: Shellie distributed the results of the recent online survey of administrators, noting a response rate of just over 40%. The full results will be made available. An overall finding was related to “satisfaction with working conditions at Oregon Tech.” which was rated on a 1 (completely dissatisfied) to 5 (completely satisfied) scale; 47.7% rated this as “4” and another 9.1% rated this at “5.” Many valuable and perceptive comments were received that directly relate to this question and Lee will work on putting the comments into a more readable format; these will be shared with Executive Staff. There was substantial support for a Summer Institute for administrators and the Council discussed logistics of this for late July/early August and the inclusion of Portland staff.

Departmental Spotlights: Shellie is near completion of the February department spotlight which will be in the Edge; the Council identified the next subject department (stay tuned).

Website: Jan has been working on the AC website and has all member contact information posted; current minutes will be posted soon. The “Departmental Spotlights” will also be posted here. There was discussion about posting member photos on the site, and agreed this would be optional.

Brown Bag: The monthly brown bags continue to be well attended and new attendees showed for the one today. The Survey and Summer Institute were the primary topics of discussion. It was also pointed out that administrative staff have a significant student and academic support role that has not been fully acknowledged or, at times, is minimized. The Council decided to work on a quantification method for tracking the hours and numbers of direct during a couple weeks of the Spring term for presentation. Joan will develop a quick documentation matrix for review and revision.

Reports

Faculty Senate: Shellie covered the February 7 meeting and reported that the primary discussions were policy revisions and faculty compensation committee work.

FOAC: Ron reported on the February 13 FOAC meeting. Discussions involved the Budget Schedule for 2012-13, with a mid-May target for the draft development. There is a strong intention to have a budget posted by July 1 but this is dependent upon OUS action and the current legislative session, as well issues associated with the OUS transitions from state agency status. FOAC also reviewed the geothermal well budget, received an update on the OUS solar project, and the Wilsonville and Endowment capital campaign. A full staff meeting is scheduled for 2/28 on the last item.

President's Council: Shellie reported that they have not met.

Next Meeting

The Council will next meet on March 13 at 1 p.m. with the Brown Bag at noon that day.

Adjourned at 2:04 p.m.