

Administrative Council Minutes

12.10.13 11:00am

In Attendance: Suzie Peterson, Genevieve Predmore, Tony Richie, Bill Goloski, Bill Proebstel, Dan Zirax, Erin Foley.

1. No additions or changes to agenda.
2. No prior minutes
3. New business:
 - a. Question of whether or not Emeritus Status is granted for classified staff members. No present member recalls ones, but Suzie will check with HR.
 - b. Spirit Week. President Maples approved budget. Suzie reported that Shellie Wilson volunteered to spearhead activities, with the assistance of Adria Paschal. Dan Zirax volunteered Barb Conner to assist as well. Discussion of a plan for spirit week materials to be stored and reused for future years. Discussion of publishing rules, limitations, and guidelines, assigned to Shellie Wilson. Discussion of best dates, concluding with week of February 10th, with final judging on Friday, Feb 14th, to coincide with homecoming game on Saturday against SOU.
4. Reports:
 - a. Faculty Senate report. Tony reported on the October meeting that featured President Maples discussing the future of Oregon Tech's governance. A poll was conducted that concluded that the majority present preferred having a self-governed, Oregon Tech board. The November meeting was entirely focused on the Academic Leadership Structure (ALS). The meeting ended with a vote to send revisions to the ALS to the Provost for approval, with amendments regarding Distance Ed and Wilsonville leadership.
 - b. FOAC report. Genevieve reported the meeting focused on budget concerns, and concluded with announcement of VP of Finance Zemke implementing new software that would provide better reports of the inflow/outflow of money.
 - c. Chair report. Suzie met with President Maples, where he tasked the Administrative Council with exploring if the administrative staff would like to explore taking classes at Oregon Tech or continuing education. After discussion, Council Members asked if the President could come to our next meeting to clarify his assignment and its goals. Suzie also asked council members if they would like to continue with the Brown Bag Lunches. Genevieve suggested assigning projects to discuss at the lunches. Erin suggested holding a first lunch that collected project ideas that would spearhead the later lunches. Suzie will work on getting the brainstorming lunch up and ready for January.
5. Other business:

- a. Open question asking for noticeable changes to administrative staff operations between members of the Wilsonville Campus and the Klamath Falls campus. Discussion of working out Document Imaging plans for transferring information back and forth in Financial Aid Office, and how ITS is covering both campuses, and there is little difference in Disability Services.
 - b. ITS Upcoming Projects. 500MB bandwidth will be available by Jan 1, increased from 100MB at start of the year. The email will now be guaranteed 100% for backup/restore. Voicemail will change from Avaya to Microsoft, which will enable easier updates, and incorporate Microsoft Link for video conferencing, by Spring Term. RFP will soon go out for wireless upgrade, which should reach to the Moehl stadium.
6. Dan motioned to adjourn, Erin seconded the motion at 11:45pm