

## MINUTES

Administrative Council Meeting

Aug 21, 2014, 9 - 10 am

Thielsen

**Attendees:** Rob Shaffer, Erika Veth, Shellie Wilson, Tony Richie, Bill Goloski

We met today to start on generating an Administrator Handbook. We are going to use the Faculty Handbook as something to base our Administrator Handbook off of, and are asking people to copy and revise sections. Assignments are simple: please review the sections are related to the people you represent. Go to <http://www.oit.edu/faculty-staff/provost/faculty-handbook> to find your paragraphs in each section.

We need to re-write these sections for **Administrator Reference**, and from their perspective.

Look at your paragraphs ask yourself **“As an Administrator, you’ll need to know the [blank] office provides...”**

Bill- Sec 3: Admissions. Sec 4: AA/ADA/TitleXI, Marketing, HR. Sec 5: HR (will probably just ask Ron to look at)

Dan- Sec 3: Athletics

Erika- Sec 3: Fin. Aid, Sec 4: Registrar

Erin- Sec 1: Overview

Rob- Sec 3: Academic Advising, Career Services, Student Health Center

Shellie- Sec 3: ASOIT, Bookstore, Campus Dining. Sec 4: BAO,

Tony- Sec 3: ITS. Sec 4: Faculty Senate, University Dev, Facility Services

Abbie- Academic Agreements, Alumni, Strategic Partnerships, STEM needs descriptions, and you can use the text from the General Catalog to write something.

Also, for the Handbook, we generated a preliminary “Checklist” for the new employees. It’s just a start. As I was typing it up, I realized that we’ll need to put in appropriate locations for people to go on the Wilsonville Campus employees to go.

**DUE: Sept 19**

- Please send your re-writes to me by Sept 19 (Convocation). We won't meet during Convocation, obviously, but I will gather our information for distribution.
- Please also send me your Additions/Revisions to the New Employee checklist by Sept 19.

**DUE: Aug 28**

- Email everyone (group discussion) your revisions/suggestions to the Charter by Next Thursday. I'll submit what we have to Chris Friday. There have been questions about Number of Members (voting, non-voting), and Erin had some comments.

Shellie reviewed some of her recommendations from her people. She brought up an idea that didn't get off the ground from previous years called the "**Summer Institute**," which would operate like a convocation for Administrators. I could compose of updates, networking events, motivational speakers, and other things. This could be fruitful! Other notable items followed our need (based off my hand notes) that work for developing a handbook for administrators. She also noted ideas for:

- Providing for the Governance Board, it's role, etc
- Open AC meetings
- Union contract cheat-sheet
- Manager training
- Bylaws, Policy reviews
- Online courses at-cost to university
- Unity with Wilsonville