

Present: Shellie Wilson, Erin Foley, Abbie Allen, Genevieve Predmore, Ron McCutcheon

Council reviewed the proposed "Background Check" policy and identified several needed areas of clarifications including: application to all employees, application to contractors on campus in specific situations, volunteers and student employees and the credit report provisions. Ron will work on these clarifications and consult with Faculty Senate. He may propose a revised policy incorporating the definitions and application in keeping with the OUS administrative rule and policy guidance and develop a procedure document rather than incorporating all these in the single policy.

Erin provided an overview of the development of the proposed Tobacco-Free Campus including the work of the Student Health Advisory Committee in developing the current proposed policy. It was noted that OUS schools, as well as others across the country, have implemented such policies or are planning to do so. There has been some questions about whether maintaining a designated smoking area should be considered but Council agreed to move the policy forward after minor fixes are made to specifically include the Wilsonville campus as well as our programs at other sites. The policy would be effective at the start of Fall 2013 term, providing time for educational and smoking cessation efforts to be in place. These would primarily be provided through Human Resources and Integrated Student Health Services.

Administrative Council endorsed, without suggested revision, the updated "Search Overview" guidance for position recruitments which had been previously approved by Executive Staff.

Shellie presented information about a subscription webinar service through National Seminars Training which is affordable and may provide self-directed training on numerous work and performance topics. It was agreed that we would go over sample sessions and see if it is worth the cost, and whether there is an automatic confirmation or certificate issuance component.

Shellie gave a brief update on Spirit Week, including the donation from Dr. Maples for supplies. There is definite interest evident as plans move forward for various offices to decorate and celebrate, making every concerted effort at self-embarrassment.

Reports were deferred due to lack of time.