

Administrative Council
October 14th, 2014

Meeting Notes:

1. Bill's update from meeting with President Maples

I met with Chris Maples yesterday as part of a first monthly-meeting to update him.

- A. He's thrilled with the progress we've made in just a few months, and thinks an Administrator Handbook is a logical idea.
- B. He's happy to see us restructure our communication to Administrators by dividing up representation into groups.
- C. Keep up the momentum!

I presented the Charter and Bylaws in person (he reviewed them through email before). He doesn't take concern over any of the current updates, but he didn't sign them because there is a question of whether this needs to go through President's Council—which I'll check on.

We also discussed whether updates should come from us as a group or individually, and how they would relate to Faculty/Admin meetings. Perceiving our new representative roles, it's clear that all Administrators are going to be keenly aware of our actions. The Faculty/Admin meetings serve a role of communicating back and forth to the faculty or campus as a whole, so we agreed that we should save floor time for announcing major accomplishments or events (rather than just routine status updates).

2. Other noteworthy items:

- Faculty Senate is going to ratify their election processes this year, so I'm briefly meeting with Robyn Cole tomorrow to touch base with her on how we tie in (referencing the confusing, lengthy email trail we had previously). I may attend a Senate Executive Committee meeting Tuesday, depending on how it goes. Elections are confusing from both sides, it seems, so these meeting are just to make sure we're all aware of the same thing.
- As Courtney's left, so we have a spot. We should have 2 individuals from WV, especially to help out Abbie. The only other person listed during elections this year was Denise Reid, who is a KF employee. **Do we want to hold a special WV election to replace her for the remainder of the term, or ask Denise if she would like to fill the position if she's still interested?**

3. Meeting Items for October 14th, 2014

- I've invited Ron and Tracie to join us to consult our developing handbook for HR concerns. They agreed, and I'd like them to send them what we've drafted before then. It was suggested that we use WOU as a good example for the Benefits/HR stuff.
I'll need your section information if I haven't received it.
 - A. Tracie walked us through the process of creating the handbook.**
 - B. We will have a draft handbook to discuss at the November meeting**
- Nellie Stewart also asked to join us to discuss the "spirit committee"—and unofficial group of people on campus working towards building spirit on campus (it's separate from Campus Life?). She/they have ideas for Spirit Week. The handbook is going to be our priority, but

taking a break won't kill us. J I think it's Feb 16-20 this year...?

A. Nellie had to miss this meeting. We hope to connect with her in November.

Action Items:

1. Everyone will review their portion of the handbook.
2. We will meet about Spirit Week in November.