

# Meeting Notes

## Administrative Council – October 21, 2015

### 1. Brown Bag Session

- a. The intention is to host a brown bag session quarterly
- b. Goal of the session is to brainstorming around issues and/or concerns or new ideas with administrative staff at Oregon Tech – Idea of communicating for building culture and getting to know our colleagues. Need to think about “What’s in it for me” if we employees to attend.
- c. How should we capture the information? Bill will create a quarter page slip that will have the goal and information on the brown bag lunch.

**Action item:** create a quarter page flyer to promote the event and encourage participation.

**Point Person:** Bill Goloski

### 2. Update on Signage on Campus

- a. Are there enough signs on campus or are we saturated with signage? There are a variety of differing perspectives on campus. We are trying to assess how we might engage the campus community in the conversation of implementing more user-friendly signage on campus.
- b. Jim likes using kiosks to provide direction for campus visitors. He proposes areas to put the signs.
- c. Possibly looking for corner wraps for building. Really thinking about the placement of all of the signage.
- d. The committee discussed all of the different signs that should be on campus and all of the different committees that should be involved in the campus sign conversation. Think about what committees and commissions handle these different issues. Traffic committee? ADA requirements – safety commission – Dean of Students? Who else?
- e. Have maps in the buildings. Separate ADA map that should be updated.
- f. Trying to convene all of the committees together to compile the issues might be impossible. Therefore, we will send out an email with a list of questions from the Admin Council group. Those questions should go to other committees and maybe we can begin to formulate some suggestions about signage on campus to be vetted by each group.

**Action item:** Admin council will create a questionnaire to send out to other committees that the signage and campus maps impact. Current committees are: traffic, safety, ADA, who else?

**Point Person:** Carleen Drago Starr

### 3. Admin handbook

- a. Tracey discussed the handbook and how to best update and streamline that information.
- b. Suggestion is to implement links to better navigate to the most up-to-date information. Most of the information is very out dated. Language needs to be updated on multiple sites.
- c. New employee checklist – this should be on the HR side but the supervisors need to be a part of that conversation – HR will take it from here
- d. Link in the handbook to HR site for recruitment
- e. Business Office believes a link to the website that identifies training and ways staff/administrators can engage in their processes is best. Processes are constantly being

evaluated so the trainings and website will be the best place to lead people to  
f. We need to proceed with caution and make sure we are not impacting policy. Do we need to have legal counsel review? It cannot be a legally binding document.

**Action item:** Each department will try to update the handbook. Possibly provide “coming soon” sections so the content can come later. We may need to have more discussion about how to proceed with the handbook.

**Point Person:** Bill Goloski

#### 4. Review the emeritus status for unclassified administrators

a. Not much came out of visiting the faculty senate meeting. Most conversation revolved around UCC shooting and faculty compensation

b. We discussed how we can impact the campus community in the discussion to mandate the training for active shooters on campus.

**Action item:** None – possibly more discussion in the future.