

Administrative Council Meeting Notes: 1-20-16

1. **Discussion around Spirit Week** – we're two weeks away! (Feb 8th – 14th)
 - a. Josie and Joseph will manage their part of spirit week with students (CAB = Danny Miles) Foundation – I was part of the
 - b. Identify where staff should pick up their spirit week goodies – decided on College Union
 - c. Theme = basic “spirit of Oregon Tech”
 - d. Purchase materials for everyone to use
 - e. Bill will update the website for spirit week
 - f. Announcements will have to be developed for each activity
 - g. Need a volunteer to develop the Qualtrics survey
 - h. Create a photo booth for spirit week in the CU – post to the Facebook wall
 - i. Try to purchase banners, stress balls, and pennants
2. **Tasks and Action Items for group**
 - a. Lori will pool names together and get sign ups
 - b. Tracy will complete the task of working to complete the trophy engraving
 - c. 5 bags to Wilsonville – 15 bags to Klamath
 - d. LeAnn will bring bags from
 - e. Bill will complete the website update and announcements
 - f. Shelly will complete the survey in Qualtrics
 - g. Education to spirit week in Wilsonville – Bill will complete an announcement
 - h. Complete a pre letter in Oregon Tech connects
 - i. Di will contact Josie about putting on screen in Klamath and in Wilsonville
3. **Faculty Senate Meeting will be the week before**
 - a. Shelly and Tracy will announce at faculty senate
 - b. Power Point graphic to get students excited and ready to participate in spirit week
 - c. Think of ways to inspire faculty
 - d. Di will try and hand out Oregon Tech clothing pins for faculty
4. **HR Training Events**
 - a. Time Management training
 - b. Safe colleges has been purchased by HR and thought this group could be the first group to move through the training to report back to Erin and Ron
 - c. Try to roll it out to campus in March 2016 – this will work for our winter training from Admin Council
 - d. Are there any trainings dealing with lean management systems?