

Administrative Council

Meeting Notes: 3-16-16

1. **Discussion around Spirit Week** – results and discussion
 - a. Participation was very low this year. What are the reasons for this lack of participation?
 - b. Winter Wings was in town and this bird conference created real issues for students decorating the CU – The event is great for the college, but bad for spirit week.
 - c. Word of mouth is not happening for Spirit Week.
 - d. Wilsonville lack of participation – there wasn't a lot of buzz about it. Pull in more student leadership – staff was not very active either.
 - e. More advanced warning for faculty and staff -- complete office bombing
 - f. Faculty engagement was minimal this year as well
 - g. Soccer field conversation/decisions were going on and moral was not the best
 - h. The history: campus activities included Spirit Week in the homecoming week for basketball which creates a challenge for rescheduling difficult

Action Items: Bill will reach out to Josie to see how campus activities felt about the event.

2. **Title IV training** – what are our next steps?
 - a. We hope to facilitate some PD opportunities for staff
 - b. What is involved in Title IV training? – We want to complete the run through on Title IV training. Scenario learning is contracting with HR to provide the training module. Settled on “Safe Colleges” program. (HR has pulled a list of employees/students)
 - c. Practice test should be run the first week of spring term.
 - d. HR is also looking at other potential trainings through this company. These can be done individually or as groups.
 - e. Tracie mentioned that we hope to schedule computer labs so that we can schedule training for staff – we want to be able to be there to answer questions for participants. We will want to discuss “trigger warnings” – we need to also have an “opt out” option – verbiage needs to be created around this opt out.
 - f. This will be mandatory training for faculty, staff, & students
3. **Selection of Chair Duties/President Council**
 - a. The Administrative Council group will proceed with selecting a committee member when the President Council
4. **Emeritus Status** – (faculty and administrators are eligible)
 - a. How do we define exemplary? Can we put a little more of a checklist on what exemplary means?
 - b. We had a rich discussion regarding ways to streamline the process
 - c. Emeritus status webpage could be a way further recognizing the retiree