



Administrative Council Meeting Minutes

October 12th, 2016

ATTENDEES

Di Saunders
Jeff Dickson
Jennifer Kass
Erin Ferrara
Leanne Reed
Michelle Meyer
Carleen Drago Starr

Absent:

Josie Hudspeth
Lori Harris

AGENDA ITEMS

1. Electing/ Selecting new members
2. Discussion of updating bylaws to align with Faculty Senate's bylaws which require 2 Admin Council representatives
3. Requesting new representative(s) for Faculty Senate

DISCUSSION NOTES

1. Replacing Seats on Administrative Council with the departure of Tracie Houtz

- a. Group discussed the potential to replace Tracie's seat with Corey Murphy who was the next member in line to be placed on Administrative Council
- b. Committee agreed to reach out to Corey to see if he would be interested in filling the vacant seat

Action Item –

1. Josie needs to contact Corey and see if he is available to fill empty seat.

2. Faculty Senate Representation

- a. Group needs to decide if we will have two Administrative Council Members attend Faculty Senate. Faculty Senate has reached out to ask that we appoint 2 members from Admin Council. Adding another member will encourage equitable participation among both groups.
- b. Group had a discussion regarding whether adding another representative to Faculty Senate would mean we would need to change by laws to not only reflect this, but to also add another member to our Admin Council team. Conclusion was we only needed to select two of the current membership to attend Faculty Senate meetings.

Action Items:

- 1. Erin Ferrara and Leanne Reed will represent Administrative Council at Faculty Senate meetings.**
- 2. Jennifer Kass will be the elected representative to sit on FOAC**

3. How do we want to move forward this year?

- a. Discussion - Identify different ways to serve our role on Administrative Council.
- b. Di discussed the process of trainings for Administrative Staff – (idea would be to bring in Suzette from HR to discuss how we might proceed with these trainings.)
- c. Other areas – exterior of facilities – common thread in our group but were outside of our purview
- d. Michelle suggested if we do reach out to our constituents – get pointed questions (If you are interested in trainings what would they be? Could we do a cleanup day? What would that look like? Maybe hosting a volunteer activity? Think about an activity that was a coming together event...Faculty/Staff exchanges.)
- e. Flipping the script and try to bring the campuses together – think about tying this into Spirit Week

Action Item:

- 1. Update current list of Administrative Employees at Oregon Tech. Carleen reached out to Bill.**
- 2. Divide up the list among Admin Council representatives. (Carleen and Josie)**
- 3. Get a list of pointed questions together to ask these representatives. (Carleen and Josie)**

Next meeting – Josie to pull together an agenda

- a. Invite - HR - Suzette & Nicole Briggs – Title IX
- b. Also bring up the idea of administrative staff employee handbook and where it went, where we got, and what is next?
- c. Maybe use parts of the faculty handbook?
- d. Report out on reaching out to Administrative Employees – what are some themes that emerged?