



Administrative Council Meeting Agenda

February 8th, 2017

Attending (video conference):

Jennifer Kass
Josie Hudspeth
Corey Murphy
Leanne Reed
Carleen Drago Starr

Absent:

Michelle Meyer
Erin Ferrara
Lori Harris
Di Saunders
Jeff Dickson

Winter term meeting time

- Set for 2nd Wed of each month at 11:00 am.

Goals for Today's Meeting

To finalize Spirit Week and assign any last tasks. Continue conversation regarding review of bylaws and create an action plan on goals for Administrative Council this year.

Welcome and Spirit Week Update/Final Tasks Assigned (Josie)

1. Student giveaways are all on campus – Wilsonville's will be here by Friday
2. Voting will happen individually on both campuses
3. Need to decide how we want to focus the team building piece of Spirit Week

Follow Up: Josie mailed to Christine in Wilsonville (Friday afternoon)

Follow Up: Carleen will help pack bags and distribute (Monday)

Follow Up: Wilsonville will manage their part of Spirit Week/along with the voting

Follow Up: Josie will send out spirit week info email for review

Review edits and continue discussion on bylaws

1. Reviewed edits and updates for bylaws
2. Discussion on how we operate as a group (do we stay as is, or do we start impacting change)

3. We think it is a prime time to really identify ways we should become effective
4. Need to develop a work plan to clearly outline ways to become more effective

Follow Up: Need to create a work plan

Follow Up: Need to note in bylaws how we communicate and vote in all of our standing committees

Follow Up: Josie will follow up with David and faculty senate on how many AC members are needed to attend meetings

Follow Up: Jennifer will clean up edits and will send to Carleen. Carleen will send edits out to Admin Council

Begin discussion on developing a work plan for Admin Council

1. Josie and Carleen will setup a meeting to begin outlining a potential work plan to be vetted with AC

Follow up: Carleen to setup meeting with Josie

Committee Reports

1. Ran out of time to report out.....

Next meeting

1. Voting on bylaws
2. Reviewing work plan for next week
3. Fill seat immediately