

OIT Administrative Council Minutes

1/18/12

Attendance: Shellie Wilson, Jan Abeita, Lisa Howard, Lee, Joan Loustalet, Erin Foley, Ann Malinowski, Mandi Clrk

Meeting called to order.

Minutes from the 11/18/11 meeting were approved.

No additions or changes to the agenda.

New Business:

- A. February is the OUS Food Drive month. Mandi suggested we include an opportunity for donation at the Brown Bag Lunch in February.

Old Business:

- A. Survey: read to go. Shellie/Joan will enter into Survey Monkey after making sure only one response is allowed per person.
- B. Website Maintenance: Jan and Shellie are working to update our page.
 - a. Consider adding a generic names and titles
 - b. Department Spotlight to reflect the great thing Admin staff are doing
- C. Brown Bag Lunch: 1st event turnout was great! 2nd event turnout was a little smaller. There was lots of discussion and ideas generated.
 - a. Exec staff is open for ideas on how to recognize admin staff. Lunch included conversation about recognition and what it may look like.
 - b. Discussed a "Student Service" award. Will need criteria to determine winner.
 - c. Discussed a "School Spirit" award to increase the Oregon Tech look and feel to offices. Perhaps host a department challenge in October to help get offices in the school spirit.
 - d. Discussed a "Community Award" to recognize admin staff who work in the community doing outreach
 - e. Discussed a "Multi-Cultural Award" to recognize admin staff who encourage multiculturalism
 - f. Discussed a Summer Institute that would be separate from Convocation. Place to share departmental updates, remember why we are here, and to rejuvenate our motivation for the work we do.

Reports:

- A. Faculty Senate: compensation review. Reviewed Distance Ed compensation and the cuts.
- B. FOAC; no report
- C. President's Council: no report
- D. Chair: no report

Adjourned at 11:51 am