

## Administrative Council Minutes

04.10.13 10:00am

In Attendance: Suzie Peterson, Genevieve Predmore, Tony Richie, Bill Goloski, Bill Proebstel, Dan Zirax, Erin Foley, Abbie Allen.

1. Called to order.
2. Minutes for 12.10.13 approved by Tony Richie, Bill Goloski 2<sup>nd</sup>.
3. New business:
  - a. Discussion of Emeritus Status for two applicants. Bill Proebstel asked for more detail on what comes with accolade. Suzie answered with honors and privileges. Tony Richie asked about the length of time needed. Suzie responded with criteria for nomination. Notice that website needs to be updated regarding this information. Question of eligibilities led to suggestion that Suzie contact Ron McCutcheon for more detail. Erin suggested contacting Ron as well to ask how to incorporate applicant's performance status into process. Ron is noted as being busy with conference, but Suzie will get in touch with him. Applicant 1's letter submitted and reviewed by committee. Applicant 2's letter not submitted—Suzie will contact them to get it and email to rest of committee for decisions. No votes cast. Suzie asked that votes be emailed to her in the meantime. Erin recommended revisions to the Emeritus Policy be set to a priority.
  - b. Elections. Bill Proebstel, Suzie, and Genevieve are at the end of their term of service. Erika, Abbie, and Tony have one more year. Bill agreed to help Suzie create emails generated for voting for candidates for elections. Suzie collecting list of names from Ron of eligible employees. Voting begins in two weeks. Bill to contact Alan for setting up poll.
  - c. Higher Ed Board. Suzie, as part of President's Council, met with Chris and reported a need for someone to be elected through Admin Council to represent the Administration on the Governance Board. This individual will be responsible for attending quarterly year meetings, attend board training, and perform committee work. Discussion of what the position means and timeliness. Erin reported that it requires 3-4 year's commitment, plus 1 year of board training. Suzie to ask Chris for more detail on function of the position. Collaboratively set requirements for submitting nomination: 5 years' experience at Oregon Tech as unclassified staff member; served on 1-2 other committees on campus; submit a letter of nomination; submit notice of approval from supervisor. No interviews needed.
4. Old business:
  - a. Faculty Senate report. Bill Proebstel reported that there was a review of the tenure process language. No other report.
  - b. FOAC report. Genevieve reported the meeting focused on budget concerns. No other report.

- c. Chair report. Suzie met with President Maples, where he discussed Higher Ed Governance Board position. He was pleased with Admin Council's efforts for Spirit Week. Bill Goloski reported that he'd do it again next year.
- 5. Other business:
  - a. Tony reported that the RFP for the wireless services is almost done. Installation to start over summer.
- 6. Bill Proebstel motioned to adjourn, Tony Richie seconded the motion at 10:45pm