

MINUTES

Administrative Council Meeting
July 17, 2014, 9:00 - 10:00 am
Sunset

Attendees: Bill Goloski, Erika Veth, Tony Richie, Rob Schaffer, Shellie Wilson

Absent: Erin Foley, Courtney Tacchini, Abbie Allen, Dan Ziriaux

Meeting began at 9:05am

- 1) Voting in of officers resulted in:
 - a. Chair Bill
 - b. Secretary Shellie
 - c. FOAC rep Courtney
 - d. Fac/Senate Tony
- 2) Amendments to the By-Laws to be requested:
 - a. Require at least one member from Wilsonville Campus
 - b. Increase required members
- 3) Bill had several ideas for the Council to look at and action items
 - a. Council members will go to specific departments and have a one-on-one conversation with other administrators to find out what issues Admin Council should be looking at and addressing. The departments were split out among the members.
 - b. Consider open meetings for all administrators to attend
 - c. Begin a discussion on daycare for the campus
 - d. Other issues identified
 - i. The lack of Banner training and addressing the BAO about this
 - ii. Policies for new governance
 1. Faculty/staff handbook review
 2. How can we help?
 - iii. Training for new management
 1. New employee orientation
 2. Notification of new hires or position changes (needs to happen)
 3. Campus beautification
 - a. Painting buildings inside and out
 - b. Owl sculpture KF
 - c. Flying owl WV
 4. Campus communications
 - a. Clarify who to contact to send out an announcement.
Seems to be several
 - i. Adria
 - ii. Anyone in HR
 - iii. Nellie (students)
 - iv. Who else?
- 4) Check with Adria on when she will be scheduling the fac/admin meetings