**October**

OREGON INSTITUTE OF TECHNOLOGY  
Faculty Administrator Meeting

**October 19, 2010**

**ANNOUNCEMENTS AND COMMUNICATIONS**

***Shaw Library Banquet – Anne Hiller Clark***

The Shaw Historical Library Annual Banquet is scheduled on Thursday, November 4 beginning at 5 p.m. in the Crater Lake Complex.  In addition to the banquet, Cheewa James of the Modoc Tribe of Oklahoma will provide a free public presentation beginning at 7 p.m. in the College Union auditorium.

***Injury reporting procedures – Ed Guy***  
Risk Management is implementing a new reporting procedure for all injuries that occur on campus.  Ed Guy reported that all employees and students must complete an incident report form for injuries that are received on campus.  Employees who obtain medical treatment for an injury are required to complete and submit additional paperwork to Human Resources.  All of the required paperwork is available on the Human Resources website.

**REPORTS**

***Faculty Senate - Matt Schnackenberg***

Matt will provide a detailed report of the committee charges at the next Faculty Administrator Meeting.

Jim Long and Matt Schnackenberg are scheduled to meet with other OUS Faculty Senate representatives at a meeting in Eugene next week.

***Administrative Council – Jeff Wiseman***  
Administrative Council will hold their first meeting in November to discuss the policy on leave for victims, a survey of administrative staff, and an administrative get together.

***Academic Council – Brad Burda***  
The paperwork has not been submitted to officially request name changes for the School of ETM and the School of HAS to the College of ETM and HAS.  Brad will notify campus once this process is complete.

The campus process for revision of the Oregon Tech mission statement is finished.  The revised version has been submitted to the OUS Board of Higher Education for review and approval at the March meeting.

The Joint Boards of Higher Education reviewed the possibility of semester conversion.  The Joint Boards of Higher Education will make a recommendation to the legislature not to do semester conversion at this time.

A statewide committee and the Joint Boards of Higher Education discussed applied baccalaureate degrees and decided to make a recommendation to the legislature to not allow Community Colleges to offer applied baccalaureate degrees at this time.

Oregon Tech has hired a consultant to assist with the planning process for Wilsonville.  The consultant will put together a template which consists of questions for the academic programs to address for the move from their current location to the Wilsonville building. The faculty and administrators in Portland will be included in the consolidation process.

***Finance and Administration update - Mary Ann Zemke***  
All buildings in the State of Oregon are required to use 1% of direct construction funds of new or remodeled state buildings for art work.  The installation of the 1% of construction for art work in the Dow Center will be delayed until March 2011.  The art for the village for sustainable living is in process and the artist for the Owens Hall renovation has been selected.

* The student health center renovation is complete
* The Snell Hall parking lot lighting project is complete
* The large power plant project is in design mode for the plant module
* The reinjection well process will begin this spring
* The building and the pods for the classroom demonstration area will also begin this spring

A committee has reviewed dining services and operations and decided to implement a new meal plan which includes using a dollar system versus a point system.  The new restaurant concept seems to be working and more appealing.  Dining Services will send out a survey via Survey Monkey before Thanksgiving.

The detailed budget sheets will be distributed in early November.

**DISCUSSION AND OTHER**

Charlie Jones reported that the ABET accreditation site visit went very well.  The areas of concerns and issues from the last visit were resolved.  Charlie Jones thanked everyone for their involvement and provided kudos to CSET, EET, and Mechanical/Manufacturing Engineering Technology.  The next site visit is scheduled for November.

President Maples reported that the list of Standing Committees, Commissions, and Councils has been posted.  The committees will report to various members of executive staff to help streamline the appointment process.  President Maples asked the committees to review their charges to make sure that they are current.

President Maples reported that he does not have any details regarding the budgets for the next biennium.  The budget predictions have changed from month to month, and everyone is projecting a deficit.  Oregon Tech will not receive additional details until after the legislature addresses the budget in March or April.  We are keeping an eye on the budgets and plan to make adjustments as necessary.  If you hear any rumors or have any questions, please contact President Maples directly.

Erin Foley asked faculty and staff to donate to the annual Thanksgiving dinner.  This year the dinner will be open to students, faculty and staff.  Please RSVP if you are interested in joining, and please get the word out to your students.

Ed Guy reported that Dave Ebsen and members of facilities are making sure that all of the overhead projectors are mounted correctly to prevent a future incident from occurring.

Ron McCutcheon introduced Jenny Spencer as the human resource specialist.

The open enrollment process for benefits will close on October 31.

Meeting adjourned:  2:43 p.m.

Respectfully submitted,  
Marilyn Dyrud  
adp