

## Administrative Affairs Leadership Team Meeting

Friday, June 12, 2015

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8:30 am – 9:30 am

SBS 405

- 1) The minutes from the May 27<sup>th</sup> Leadership Team meeting were reviewed and approved. No changes.
- 2) Onboarding – Marisa is working on a checklist. Leadership Team will review onboarding checklist on June 19.
- 3) PREP – Joyce instructed the Leadership Team to update PREP during the month of July. The Leadership Team reviewed EAB's KPIs. Joyce instructed Leadership Team to review the metrics that pertain to their functional area. Work with unit teams to identify at least six metrics for each area. The identified KPIs will go into effect July 1. Amber asked about benchmarks. UPD, Facilities, and Accounts Payable conducted a CSU survey. The University Center had an evaluation done by a consultant. Dave will present the evaluation at the next Leadership meeting on August 14. Joyce reported that the following models could be used for an evaluation:
  - i. Consultant
  - ii. Expert from CSU
  - iii. Auditors
  - iv. Other Agencies

Leadership Team Report-out on August 14:

- Which survey will be used for 2015-16?
  - What goals have been set for 2015-16?
- 4) Strategic Plan-Joyce asked the Leadership Team to read the strategic plan and to look for areas where Administrative Affairs is the support or lead. The implementation team will begin their work in August. Joyce reported that SCUP –Society for College and University Planning would be a useful resource for implementing the strategic plan. SCUP can conduct an on-campus training for 40 people at a time. Provide list of nominees by June 30<sup>th</sup>.
  - 5) Social Justice Training-Joyce talked about the concept of “Notice Notes” where you discuss a topic for 10 minutes per meeting. Joyce recommended bringing Jessica Pettitt back in August to meet with Management Team at Quarterly meeting to operationalize social justice. Possibly have Lisa Castellino provide a training too.
  - 6) Acting VPs for July: Donn, Amber, Traci, and Carol. Acting VP should attend Cabinet meeting. Michelle will forward UPD daily bulletin to acting VP. Acting VPs should sign documents as “Acting Vice President.”

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**In attendance:**

Amber Blakeslee

Anthony Baker

Carol Lorentzen

Dave Nakamura

Donn Peterson

Joyce Lopes

Marisa D'Arpino

Michelle Anderson