

## Administrative Affairs Leadership Team Meeting

Thursday, October 8, 2015

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8:30 am – 9:30 am

SBS 345

- 1) Jim Collin's Reading – Are we at Level 5 Leadership? What is it going to take? Sandy liked the 10x example of being prepared and having a contingency plan. Amber stated that we are not focused because we are stretched too thin. Brian talked about the relationship of leaders within the Administrative Affairs Division and the leaders of the University. Joyce stated that change can be initiated from the middle of the organization. Marisa talked about the importance of hiring the right people. Mike liked the concept of getting the right people on the bus. Brian pointed out the both Good to Great and Great by Choice have quantitative success measurements such as the company's stock value. Joyce pointed out how the monograph Social Sectors applies Jim Collin's research to public entities. Joyce will place performance evaluation materials on the Trinity.
- 2) Strategic Budgeting – Amber explained that historically HSU has budgeted according to expenditure categories; whereas, strategic budgeting places value on asset categories. Some examples of assets include personnel, students, curriculum, facilities, financial assets and professional development. Strategic budgeting invests resources to align with the strategic plan. Joyce stated that strategic budgeting should also include a five year plan. Currently, URPC is working on a two-year plan. Mike recommended that departments track department budget transfers comparing the original budget to the revised budget.
- 3) One-Time Funding – Administrative Affairs started with \$1.2 million in one-time funding. However, after the following allocations were distributed the approximate one-time funding is \$280,000. One-time funding allocations – Percentage went back to the University, an allocation to Student Services, allocation to replace existing Facilities Management CMMS System (MMS+), allocation to develop University Energy Conservation & Utility Management Plan, and \$230,000 to the deficit. Joyce will send email with request form for one-time funding. When sending in a request form, a manager must consider the strategic plan. Joyce requested that one-time funding requests be submitted by the end of October. The good news is we will start 2016-17 without a deficit.
- 4) Survey – Account Processing and UPD participated in a survey. Check CSU site to see if there is a survey appropriate to your area.
- 5) PREP – Joyce encouraged the Leadership team to update PREP on the T Drive. PREP needs to be updated quarterly.

A goal is essentially the big, ideal, state you wish to achieve; an objective is the more actionable/concrete version of the goal.

An outcome is the "difference" that achieving the objective. has (e.g. increased retention, lower expenses) which is determined through "measures" and assessments

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This is related to an "output(s)" is/are the actual thing(s) that is/are produced (e.g. u.direct implementation, new process for handling payroll, etc.)

**In attendance:**

Amber Blakeslee

Brian Mitchell

Dave Nakamura

Donn Peterson

Joyce Lopes

Marisa D'Arpino

Michael Burghart

Michelle Anderson

Patricia Ambrosini

Sandy Wieckowski