

The following retreats have been scheduled as follows:

Leadership Team:

Monday, December 15th, 2014 in the Forbes Gym

Friday, March 13th, 2015 at the Aquatic Center

Administrative Affairs Division Staff Training:

February 2015 – more information to follow

The One-time budget requests have been received and the following requests were approved during the meeting with the additional items under further review.

- Install Fail Safe Phones in key Administration Offices
- Hazardous Waste Management, HW inventory, download to Facilities link
- Asset Management Configuration, equipment inventory, download to Facilities link
- Replace existing Facilities Management CMMS System
- Install six surveillance cameras in public areas on campus.

URPS' Efficiency Request website will be up on Monday. Please meet with your staff and inform them that there is a one-month window for gathering their valued input.

Education Advisory Board can present on topics in the Spring. Please forward suggestions to Arlene Wynn at arlene.wynn@humboldt.edu

Strategic Planning and goal setting was discussed and will be a topic for our next retreat.

Communications – please encourage your staff to utilize the Portal messaging system.

For our next meeting agenda:

One-time requests to be approved

Our next regularly scheduled **Quarterly Administrative Affairs Division** meeting will be on Wednesday, December 3rd from 10:00 – 11:30. It will be held in the University Center Banquet Room.

Attendees:

Amber Blakeslee, Arlene Wynn, Carol Lorentzen, Joyce Lopes, Lynne Soderberg, Marisa D'Arpino

Administrative Affairs Leadership Team Meeting

November 14, 2014

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