

The following dates have been scheduled as follows:

Leadership Team:

Monday, December 15th, 2014: Retreat in Forbes Gym

Friday, January 9th, 2015: Next regularly scheduled Leadership Team Meeting

Monday, February 16th, 2015: Training with Neil Bodine and Bridget Bodine, location TBD

Friday, March 13th, 2015: Tentative, may be moved depending on Strategic Planning Progress

Administrative Affairs Division - All Staff Meeting:

Thursday, January 8th: 10:00 am – 11:00 am is now scheduled for the **JVD Theater**. Office closures will be allowed to enable staff to attend this meeting.

Administrative Affairs Division Staff Training:

Tuesday, February 17th, 2015: Two sessions: 1pm – 4pm or 5pm – 9pm. Location TBD.

This training w/the Bodine's is for those that missed last year's training, or for those staff that would like a refresher on the collaborative process.

Quarterly Administrative Affairs Division Meeting:

Wednesday, March 4th 2015: 10:00 am – 11:30 am, Tentatively set in the UC Banquet Room

Meeting with HR: A meeting is scheduled for January 16th from 9:00 am – 10:00 to meet and determine items to be discussed with HR. The initial items are identified as:

1. Processes relating to Form 1, Search Committees
2. IRP, Stipend, Reclassifications

Risk Assessment Surveys: AVPs to discuss with their staff and we will go over results during our next Leadership Team meeting.

Assessments: Email accomplishments to Joyce for discussion at 12/15 retreat.

Communications: Forward times that your area has identified as being a consistently busy time to Marisa. This will enable the division to be aware of times to be avoided when scheduling events.

Roundtable:

Arlene will send out a request for agenda items approximately 10 days prior to each Leadership Team meeting.

In attendance:

Amber Blakeslee, Carol Lorentzen, Joyce Lopes, Dave Nakamura, Marisa D'Aprino, Arlene Wynn