

9:00 am – 10:00 am
SBS 405

The following training dates have been scheduled as follows:

Administrative Affairs Leadership Team Training: **To be set for March date.**

Monday, February 16th, 2015: University Center Banquet Room. Time to be determined.

Neil and Bridgette Bodine will be presenting this training. Leadership Team will be creating possible topics for discussion/use within the collaborative training.

Administrative Affairs Division Staff Training: **To be set for March date**

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.

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 identified as:

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

One-time funding list distributed to the Leadership Team.

Communications: Leadership Team members will look at creating an annual training calendar for professional development for managers, directors, and supervisors for the spring timeframe. Costs to be included in budget, however one-time funding can be possible. Annual training calendars for staff will be looked at next.

Feedback from the first division-wide meeting will be discussed during the next monthly meeting. Leadership Team discussed having these division-wide meetings take place twice per year.

In attendance:

Amber Blakeslee
Dave Nakamura
Donn Peterson
Joyce Lopes
Lynne Sodeberg
Marisa D'Arpino
Traci Ferdolage
Arlene Wynn