

Administrative Affairs Leadership Team Meeting

Tuesday, February 24, 2015

(471)

9:00 am – 10:00 am
SBS 405

- 1) Use of sustainability language is to be created and then incorporated into position descriptions:
Section D. Knowledge, Special Skills & Abilities:
“Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.”
- 2) Neil and Bridgette Bodine training for Leadership Team in March – possibility for ½ day training. Scenarios using tasks departments are planning on working on will be created and used for training purposes during this a portion of this training segment.
- 3) Communications
 - Next Quarterly Division Meeting: Wednesday, March 4th 10:00 am – 11:30 am in the UC Banquet room. Please email Arlene agenda items.
 - Neil and Bridgette Bodine will be presenting two training sessions for division staff. The date has been changed to Monday, 03/16 from 12-4 pm and 5-9 pm.
 - Finalize list of attendees for the Honors Dinner on Friday, April 17th 5:30 pm – 8:00 pm
 - A dynamic email list that will automatically update weekly is being worked on for the division with ITS. Contact person for this is Tim Kohberger.

Roundtable:

- Additional trainings will be coordinated with Colleen Mullery of Human Resources for the managers regarding various HR topics.
- Jessica Pettitt will be providing training on diversity and inclusion.
- Extended training on SAPC will be provided by Mira Friedman and her colleagues.
- Implementing Operation Plans/Strategic Plans training by Connie Stewart was also discussed.

In attendance:

Amber Blakeslee
Dave Nakamura
Donn Peterson
Joyce Lopes
Marisa D’Arpino
Arlene Wynn