

Selected Items From Administrative Affairs Director's Meeting

March 5, 2014

(460)

10:30 am – 11:30 am
SBS 405

Colleen Mullery from Human Resources provided a handout to everyone and highlighted areas regarding HR/APS roles, evaluations, performance, and the use of SMART goals. She has agreed to come again for our next meeting in April to expand on this, and other areas.

March 15th is the due date for having measurements, milestone, due dates and how goals were accomplished input into the **Assessment Plan template** located on the Trinity drive.

T:\Administrative Affairs\PREP\z_Guides_Templates

Please be sure all information regarding the Assessment Plan template is uploaded to the Trinity drive in your **MBU PREP** folder by March 15th.

T:\Administrative Affairs\PREP

Mike Burghart gave a demonstration on creating your emergency phone and text contact information through Portal. The lack of a number designation for “work” was discussed. He is asking others in this division to ensure their staff completes the emergency contact and text messaging information with a 100% compliance goal.

There will be two Emergency Alert - March 10th and the next will occur in the fall. This testing will ensure that the numbers downloaded into the system are correct, and allow for time to update information as needed.

Lynne also mentioned that when signing on to My Humboldt, a light box will force an entry – either entering information in, or selecting “Opt-Out”.

Next meeting: Wednesday, April 2nd 10:30 – 11:20 SBS 405