

Selected Items From Administrative Affairs Director's Meeting

May 7, 2014

(462)

10:30 am – 11:30 am
SBS 405

PREP scheduling was discussed. Dates will be modified on calendar.

**2014/15 goal setting reminder

Customer Satisfaction survey were discussed areas where they can be customized and edited were reviewed.

- You can remove questions, or add up to 5 questions. Don't modify because then you lose the benchmark.
- Any you add, you can't benchmark...

June Collaborative Training Reminder

June 10th – Manager's Day:

8:30am – 5:00pm in the UC Banquet Room

Focus on learning how to best support your staff in the collaborative process with more in-depth training focusing on active listening, how to draw individuals into the collaborative exchange and encouraging a broad inquiry to interest based facilitation.

June 11th / June 12:

8:30am – 5pm in the Kate Buchanan Room – (online registration method forthcoming)

We have reserved two days to enable you to send your staff in separate groups – each day will cover the same content and will be able to accommodate approximately 100 individuals. This training will provide the basis for the collaborative work we have been doing.

Ensure you schedule attendance at these sessions in consideration of your work flow.

2014/15 Budget – moved to next meeting –

Thoughts on what our needs/perspectives for the strategic plan by Incoming President Rossbacher.

11:00 am - Jennifer Eichstedt discussed the Bias Initiative