

Administrative Affairs Leadership Team Meeting

September 5, 2014

(466)

- Melinda Haynes Swank and Anna Kirchner: Divisional Project Request Planning
Melinda and Anna discussed ITS Project Prioritization cycle and the big/local projects that go into the prioritization process. IT will help with the request forms and are requesting that you tie the requests to the scoring rubric.
- Confirmed who will be attending the Quarterly Administrative Affairs Manager's Meetings, adding Travis Fleming from Facilities Management
- Marisa will be working on a form for the one-time budget requests.
- Budgeting for Professional Development education/training was discussed. The possibility of having one-time funding for those areas where the training is required was discussed.
- Vacant Positions: Form 1 may change and the approval process is taking longer.

Attendees:

Amber Blakeslee
Dave Nakamura
Joyce Lopes
Lynne Soderberg
Mike Burghart for Carol Lorentzen
Teal Sexton
Arlene Wynn

Next Administrative Affairs Leadership Team Meeting
October 24, 2014