

# Administrative Affairs Leadership Team Meeting

Wednesday, November 4, 2015

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9:30 am – 10:30 am

SBS 345

- 1) The October 8 minutes were approved.
- 2) Meeting Rules – The Leadership Team reviewed the Definition of a Great Meeting. The group agreed that laptops and other electronic devices may be used for the purpose of accessing meeting materials electronically and for taking notes. A few people like Chief Peterson may need to have their cell phones on and will take calls outside of the room.

Joyce prefers to use WWW (Who, What, When) when assigning tasks.

The group recommended getting items for next agenda at current meeting.

The group agreed that meetings should last 50 minutes.

- 3) One-Time Funding – The Leadership Team reviewed the One-time funding requests for 2015. There is \$286,190 available for one-time funding. As of November 4, the group submitted a total of \$336,712 one-time funding requests leaving \$50,522 unfunded.

Michelle will get master list of age of computers with date of refresh from Tim. Need a base budget for IT Hardware. Amber and Joyce will look at IT Hardware budget before next meeting.

Joyce asked all leaders within Business Services to look at their budget and to meet with Amber or Joyce with any questions.

Brian will develop a criteria for evaluating the one-time funds. If the request can be handled within the department budget, please remove it from one-time funding. The request needs to be a one-time expenditure, manageable, and move towards the strategic plan.

The Earthquake training is a week long training that would be hosted in Northern California. There will be an opportunity for community members to contribute to the cost.

- 4) Strategic Budgeting-People are our biggest asset. How to maintain facilities? Where are the gaps in our long-term budget?

Reviewed Administrative Affairs Strategic Planning and Budgeting Mini Project 1 Matrix. Some of the challenges listed included working within the parameters of the Bargaining Units, can't reward and retain employees, equitable salaries for staff.

Leadership team would like training on best practices for working within parameters of Bargaining Unit.

Joyce defined management as being tactical and leadership as being more strategic.

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Some leaders do not see the direct correlation to the Strategic Plan. For example, how does Administrative Affairs relate to student success and diversity? Joyce encouraged the group not to think in silos. The group will review the Strategic Plan and Strategic Budgeting at the next meeting.

Amber will send out the next assignment related to the Matrix.

**In attendance:**

Amber Blakeslee

Brian Mitchell

Dave Nakamura

Donn Peterson

Joyce Lopes

Marisa D'Arpino

Michael Burghart

Michelle Anderson

Patricia Ambrosini

Sandy Wieckowski