

Administrative Affairs Leadership Team Meeting

Tuesday, November 17 2015

(478)

2:00 pm – 2:50 pm

SBS 345

- 1) The November 4th minutes were approved.
- 2) Review Division Org Chart for Admin Affairs webpage – several Team members would like to make changes to the list of responsibilities within their departments. Team members will send changes to Michelle via email.
- 3) One-Time Funding – Facilities Management has budgeted for computers. Brian created a scorecard for scoring the One-Time Funding Requests.
 - a) Does the request help the University achieve one of the strategic plan goals?
 - b) Does the request help save the university money in the long-run?
 - c) Does the request help to continue to provide the university with reliable services or prevent service disruption?
 - d) Does the request help the University be a better steward of the environment?
 - e) Does the request help the University protect the safety and well-being of the campus community?
 - f) Does the request help facilitate HSU's compliance with the requirements of regulatory, statutory, collective bargaining agreement, or Chancellor's office mandates?
- 4) Strategic Budgeting- Amber updated Mini Project 1 Matrix and distributed. Amber distributed draft of Mini Project 2 Matrix. Traci talked about how she has created participatory leadership with her staff; encouraging members of her team to share their ideas for process improvement as well as share deficiencies with the current system.

In attendance:

Amber Blakeslee
Brian Mitchell
Donn Peterson
Michael Burghart
Michelle Anderson
Sandy Wieckowski
Traci Ferdolage