

Administrative Affairs Leadership Team Meeting

Friday, November 20 2015

(479)

8:30 am – 9:30 am

SBS 345

- 1) Good to Great, Chapter 3 – Do we practice the First Who, with the Right People on the Bus and in the right seats? –
 - There are constraints at HSU when trying to get the wrong people off the bus.
 - Take action during the probation period.
 - Set three month goals for new hires.
 - The process of progressive discipline.
 - The right people will have intrinsic motivation, job satisfaction and inclusion.
 - When hiring, the screening committee should consider integrity, ethics, and attitude not just competency and skill level. Joyce also emphasized the importance of expanding the job description to get the right people.
 - Importance of being thorough in the narrative section of the performance evaluation.
 - Possibility of shifting people around and putting them in a different seat. How to make sure reassignment is not perceived as a punishment?
 - Engage staff in conversation about performance – when staff self-select it is a win-win approach
 - Regarding retirement – staff need to be fully engaged. Ask for retirement letter.
 - Develop succession plan.

- 2) Future Quarterly Managers Meetings –Maria Forrest was invited from Advancement to discuss alumni. Joyce encouraged the Leadership Team to think about how the Division integrates with the University. Joyce asked the Leadership Team members to volunteer to chair a Quarterly Managers meeting.

- 3) Professional Development Survey – Joyce encouraged the team members to take the Professional Development survey sent out by HR and to be thinking of what kind of training the Division needs. Colleen and Jeff are coming to the December 11 Leadership Team meeting.

- 4) One-Time Funding- Look at general fund for any savings from vacancies. Next agenda.

In attendance:

Amber Blakeslee
Brian Mitchell
Dave Nakamura
Donn Peterson
Joyce Lopes
Michael Burghart
Michelle Anderson
Patricia Ambrosini
Sandy Wieckowski
Traci Ferdolage