

Administrative Affairs Leadership Team Meeting

Friday, December 18, 2015

(480)

8:00 am – 9:00 am

SBS 345

- 1) One-Time Funding-after discussion, the following items were approved for One-Time funding:

Traci Ferdolage	Phase 3-Condition Audit for Underground Utilities, Infrastructure, Hardscape and Landscape	\$60,000
Traci Ferdolage	Replacement of University Bus	\$75,000
Traci Ferdolage	Manage UST Area at College Walk & Investigate Recent Spill at the Auto Shop	\$60,000
Donn Peterson	Upgrade/Update paint and emblems on all police vehicles	\$12,000
Donn Peterson	Mandated Police Equipment: Rifles, Ballistic Shields, Plate Carrier with Ballistic Plates	\$35,000
Willie Bence	Training on Essential Emergency Management Concepts	\$43,000
Total		\$285,000

- 2) Strategic Plan – Joyce reported that Lisa C. is coding a rubric for the Strategic Plan; defining what is an outcome, an objective a task. The Strategic Plan will be reworked by early January.

Goal > Outcome (will have measurement) > Objective (will have measurement) >Tasks

- 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) January 20 Managers Meeting will focus on PREP Goals. Managers to forward Prep goals to Michelle by January 13. Joyce will draft email message.

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In attendance:

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