

Administrative Affairs Leadership Team Meeting

Friday, January 15, 2016

(481)

4:00pm – 5:00pm

SBS 345

- 1) New Employee Orientation – Michael Burghart put together a laminated, two-sided 8.5 x 11 Administrative Affairs service list for new employees. Traci asked that Mike add Parking and Commuter Services as its own department.
- 2) Next Managers meeting on January 20. Maria Forrest from Advancement will speak for first 20 minutes. For the rest of the meeting, the managers will review PREP Goals.

On January 27, Lisa Castellino will align PREP Goals with Strategic Plan.

- 3) Managers need introduction to WASC.
- 4) Joyce reported that she has made Jessica Pettitt's Notice Notes available to Managers on a weekly basis. Participation is not mandatory. Jessica offered to hold monthly conference calls with those interested.
- 5) Strategic Budgeting – The Leadership team reported that their biggest asset is staff. There was a discussion about the importance of professional development. Need funding for professional development. The team is interested in offering job shadowing opportunities so that an employee can transition into another position for a promotion. This concept of job shadowing would help with employee retention; maximizing the potential skill sets of an employee. Joyce will talk to HR about the restrictions within the Collective Bargaining Agreements and job classifications.

In attendance:

Joyce Lopes
Michael Burghart
Michelle Anderson
Patricia Ambrosini
Sandy Wieckowski
Sylvia Shively
Traci Ferdolage