

Administrative Affairs Leadership Team Meeting

Friday, February 19, 2016

(483)

8:30am – 9:30am

SBS 345

- 1) Discussed Training across the Division/Departments/Unit – Ask all employees during performance review what their goals are and if they are interested in cross training.
- 2) Discussed training modules in Skillport. Identify individual training plan in performance evaluation.

Michelle and Marisa will be working with Jeff Williams and Jamil to organize training plans for Administrative Affairs. Traci shared that Facilities already has a detailed spreadsheet and tracking program for all training for Facilities employees.

In attendance:

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