

Administrative Affairs Leadership Team Meeting

Friday, May 27, 2016

(485)

8:30am – 9:30am

SBS 345

- 1) University Marks – MarCom has asked that all forms, letterhead, business cards, memos, etc. have the current University Marks/logos. Sandy asked if printed hardcopies can be used until depleted or if the paper needs to be recycled and order new hardcopies.
- 2) Background Checks – Michelle will order background checks for Business Services employees. Donn reported that the Livescan expenses are not revenue neutral. Donn also reported that many campus employees continue to get the Livescan. Joyce will meet with HR to discuss the campus's continued use of Livescan despite the roll-out of Accurate Background Checks.
- 3) Lisa C. assignment – take one task and link it back to outcome and goal. Identify who is responsible and what kind of assessment will be used. The following members of the Leadership Team will work with Lisa C.: Patty Ambrosini, Sandy Wiekowski, and Donn Peterson.
- 4) June 15 Quarterly Manager's Meeting Agenda:
 - a. Budget – CSU System and HSU campus-wide
 - b. Cabinet – University Priorities, where the University is going, Operating Agreements
 - c. Administrative Affairs – What to push forward
 - d. WASC – document progress towards strategic priorities. Invite Jenà to discuss WASC.
- 5) Fall Division Meeting September 23 in the afternoon.
- 6) Reading Assignment: Where should we place our big bets, based on principle “Fire Bullets, then Cannonballs”-blending creativity and discipline to scale innovation? *Great by Choice*, Chapter 4 – Examples of Firing Bullets: Patty Payroll Training with 10 attendees. Sandy – test new communication with a subset of students – try text messages.

In attendance:

Donn Peterson
Joyce Lopes
Michael Burghart
Michelle Anderson
Patricia Ambrosini
Sandy Wiekowski
Sylvia Shively
Traci Ferdolage