

# Administrative Affairs Quarterly Meeting

March 04, 2015

---

10:00 am – 11:30 am

UC Banquet Room

- 1) Mira Friedman, Kim Berry, and Paula Arrowsmith-Jones gave a presentation on SAPC (Sexual Assault Prevention Committee) and the Check-It program. Links to the powerpoint will be emailed as soon as there are available. Future trainings for our division were discussed and will be planned over the next few months.
- 2) Green Workplace Assessment and Certification (GWAC) was discussed and the work our division will be implementing department by department was outlined. An assessment for every department is to be completed by June.
- 3) The integration of sustainability language in position descriptions is beginning. An email will be forthcoming with the wording for that as well as for Diversity and Inclusion terminology.  
Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.”
- 4) EAB Service Orientation was deferred to our next meeting.
- 5) Retreat Dates:

- Staff training on Monday, March 16<sup>th</sup> - Goodwin Forum.  
The two timeslots being offered are: 12pm – 4pm or 5pm – 9pm.

Sign-ups for this training are through the Training and Professional Development site. All staff is to attend this training if they did not attend the training given in June 2014.

To register –select the link for Session 1 or Session 2 below:

Session 1:

12:00 pm – 4:00 pm

[https://training.humboldt.edu/Training\\_sign\\_up.php?recordID=6885](https://training.humboldt.edu/Training_sign_up.php?recordID=6885)

Session 2:

5:00 pm – 9:00 pm

[https://training.humboldt.edu/Training\\_sign\\_up.php?recordID=6886](https://training.humboldt.edu/Training_sign_up.php?recordID=6886)

- Management Team on Tuesday, March 17<sup>th</sup> 8:30 am – 1:00 pm, UC Banquet Room
- May training with Student Services on Diversity, Inclusion, and Bias. Jessica Pettitt will be presenting. VP's Wruck and Blake have also expressed an interest in participating.
- A more comprehensive training on SAPC was requested and is being planned for May. Varying times/dates will be offered to accommodate staffing requirements.

# Administrative Affairs Quarterly Meeting

March 04, 2015

---

- June training on Sustainability – TC Comet will provide ways to operationalize.
- August training on Putting Strategic Plans into Action

Next Quarterly Administrative Affairs Manager's Meeting  
Wednesday, June 3rd  
10:00 am – 11:30 am  
UC Banquet Room

## **In attendance:**

Amber Blakeslee  
Anthony Baker  
Arlene Wynn  
Brian Mitchell  
Carol Lorenzten  
Dave Nakamura  
Donn Peterson  
Ed Goodeyon  
Heidi Chien  
Joyce Lopes  
Marisa D'Arpino  
Melissa Hansen  
Mike Burghart  
Mike Fisher  
Patty Ambrosini  
Randy Davis  
Roy Furshpan  
Sandy Wieckowski  
Silas Biggin  
TC Comet  
Traci Ferdolage  
Travis Fleming  
Zach Shelton

## **Guests:**

Mira Friedman  
Kim Berry  
Paula Arrowsmith-Jones