

Administrative Affairs Leadership Team Meeting

Friday, August 19, 2016

(488)

8:00am – 8:50am

SBS 405

- 1) Joyce appointed Michael Burghart as the ITS Project Prioritization Liaison.
- 2) Budget – Amber reported the budget has not been approved. As of June, HSU has a \$500,000 deficit. The campus must cover 1% of the salary increases. Enrollment for Fall is down. There is a 4.5% gap between what HSU was funded and what actual enrollment is.
- 3) Strategic Planning – Kim and Sandy presented their Department's goal setting and assessment. They did some great work with their teams and provided us with good examples as we develop tasks (that are measurable) linked to our strategic plan blue print. Amber and Dave have agreed to present their material at our next Leadership Team meeting on September 2. If you haven't presented your department or unit's work yet, please consider when you might be able to do so in the next month.

We want to review our work with the eventual outcome of a summit with the other divisions to discuss the intersections across the divisions of the tasks scheduled for this fiscal year.

As a reminder, some of the things we discussed with Lisa C. and Josh S. includes:

1. Identify the outcome or task you wish to implement. Link it to the outcome or objective it supports in the strategic plan.
2. Think about what measurement you will use to assess the success of the task once it is implemented. You can use industry best practices as an assessment tool. Be sure you are measuring what you can directly influence.
3. Don't assess too often ... more is not better.
4. What data will you use for the measurement and what will you do with that information once you have it?
5. What are the short-term and long-term mile markers?

Keep in mind, it doesn't have to be perfect. It does need to link to the Strategic Plan and thus to resource allocation.

In attendance:

Amber Blakeslee
Josh Smith
Joyce Lopes
Kim Comet
Lisa Castellino

Michael Burghart
Michelle Anderson
Melissa Hansen
Patricia Ambrosini
Sandy Wiekowski