

# Administrative Affairs Leadership Team Meeting

Friday, March 10, 2017

(493)

10:00am -11:00am

SBS 345

1) Reviewed and considered how initiatives impact campus.

2) Campus-wide Initiatives:

- Strategic Plan
- WASC
- +/- 5% Budget
- GI 2025
- Reimagining First Year
- CHRS
- Academic Master Plan
- Enrollment Master Plan
- Facilities Master Plan
- Sustainability Plan
- Climate Action Plan

3) Administrative Affairs Initiatives

	<b>INITIATIVE</b>	<b>IMPLEMENTATION</b>
Mandatory	Audit restructuring	January 1, 2017
Mandatory	Questica	Spring 2017-Fall 2017 on going.
Mandatory	IIPP	Campus wide 2017, Depts. 2017 + over 3 years.
	Custodial Supply/Service Delivery	Ongoing
Mandatory	Procurement Card	Spring 2017
	AS/IRA/Clubs	Spring 2017
Mandatory	Capital Planning/Financing	Starting Spring 2017
Mandatory	CSU General Ledger Structure	Spring 2017
	Animal Policy	End of Spring 2017
Mandatory	No Smoking Policy	September 1, 2017
Mandatory	Travel-Concur	Fall 2017
Mandatory	Business Continuity Plan	Depts. Fall 2017; 3 year roll out.

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	Enterprise & Fleet Management	January 2018
	Centralized Scheduling 25Live	2017-18
Mandatory	Cost Recovery Policy	
	Cost Allocation	
	Chemical Inventory	Ongoing
	Asset Inventory	Ongoing
Mandatory	Records Retention/Land Property Records	As we can
	Centralized Purchases	As we can
Mandatory	CHRS	Starts 2017. Implementation 2018
	Warehouse Distribution	Summer 2019
	Project Prioritization	Fall 2019
	Contract/Vendor Management	2018-19 or 2019-20
	Integrated Assessment/Planning/Resource	2020-2021
	Summer Building Shutdown	Hold off

**In attendance:**

Amber Blakeslee  
Dave Nakamura  
Joyce Lopes  
Kim Comet  
Michelle Anderson  
Melissa Hansen  
Patricia Ambrosini  
Sylvia Shively  
Sandy Wieckowski  
Traci Ferdolage  
Trella Chun-Ming