

# Administrative Affairs Leadership Team Meeting

Thursday, April 6, 2017

(494)

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3:00pm – 4:00pm

SBS 345

1) Bella reviewed 25Live. Bella announced that anyone can request a room now through 25Live which will reduce phone calls to Business Services for room reservation requests.

2) Phase I Budget Implementations:

Amber reported that many on campus are feeling that they were left out of the preceding discussions. We need to communicate in multiple ways. Alex may meet with Information Exchange after Graduation and before June 1.

TC stated we will need to mitigate the impacts as part of change management.

Joyce referenced RACIS:

**R**esponsible  
**A**ccountable  
**C**onsulted with  
**I**nformed  
**S**ubject Matter Experts

## Administrative Affairs Phase I Implementation:

- Partnering with local agencies on services
- Cost Allocation Model
- Deductible resource program – claims
- Modify custodial supply
- Consolidating Distribution Services (Bringing in Consultant for logistics)
- Modify Custodial Services (Bringing in Consultant for logistics)
- Enterprise Rental Car – Eliminate service to campus
- Establish lock box for depositing checks
- Shutting down buildings in the summer
- Accounts Payable consolidation
- Travel – Concur will keep encumbrance and eliminate the purchase order while still issuing travel authorization.

## **In attendance:**

Amber Blakeslee  
Dave Nakamura  
Donn Peterson  
Izabella Gray  
Joyce Lopes  
Kim Comet  
Michelle Anderson  
Patricia Ambrosini  
Sylvia Shively  
Tall Chief Comet  
Tawny Fleming