

Administrative Affairs Leadership Team Meeting

Friday, June 2, 2017

(495)

1:00pm – 2:00pm

SBS 345

- 1) Institutional Effectiveness – Strategic Plan Board will be live soon.
- 2) GI2025, WASC, Climate Action Plan, Integrated Assessment Planning: What do we need to focus on during the next year?
- 3) Kim reported that the Chemical Inventory Program has been implemented.
- 4) Traci reported that the Custodial Services Assessment Contract is in progress. The scope of services will be to compare current standard practices with industry best standards. Then receive recommendations.
- 5) Traci is tracking the Transportation Grant. A joint grant between HSU, City of Arcata and the City of Eureka. The City of Arcata is the Lead Agency. \$8-\$12 million due late October.
- 6) Patty reported that “View Paycheck” will go live on June 6th.
- 7) Tawny and Sylvia reduced thousands of transactions.
- 8) Amber reported that with the roll out of Questica budget management will be enhanced.
- 9) Procurement, the Sustainability Office and the City of Arcata are working together on purchasing.
- 10) Tawny reported that the travel tool Concur will roll out in March and will reduce the number of transactions. International Travel can be streamlined. Currently, six levels of authorizations are necessary for International Travel. Concur can send notifications in place of authorizations.
- 11) Enrollment for Fall 2017 is down 3.5% from Fall 2016. Fall 2016 was down 5% from the CSU target.
- 12) Phase II of the Budget Reductions includes:
 - a. Academic Programming
 - b. Change in Student Success Programming
 - c. IT modify reorg
 - d. Reorg Base Budget
 - e. Auxiliary and Self-Supports becoming more self-sufficient.

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13) \$100,000 budget has been established for the 2017-18 for Sustainability and the Climate Action Plan. Establish guidelines for the Go Green Fund.

14) Traci reported that the following projects were in progress

- a. Fire alarms and suppression systems project
- b. Redwood Bowl Track
- c. Campus Apartments
- d. Painting of Nelson Hall
- e. Work at the Marine Lab

15) HSU has a notice to proceed on switch gear.

In attendance:

Amber Blakeslee
Dave Nakamura
Joyce Lopes
Kim Comet
Michelle Anderson
Patricia Ambrosini
Sylvia Shively
Tawny Fleming
Traci Ferdolage