

# Administrative Affairs Leadership Team Meeting

Monday, September 11,  
2017

(498)

4:00pm – 5:00pm

SBS 345

## 1) Biannual Project Prioritization – Guests Anna Kircher and Melinda Haynes-Swank

- Project applications due at 8am on October 2<sup>nd</sup>
- Anna distributed the Administrative Affairs Fall 2017 ITS Project Prioritization Planning Rumored Projects List. The Leadership Team discussed the Rumored List
- Proposals need to be related to Student Success or a Chancellor’s Office mandate, need to be over 20 hours and require 2 IT personnel
- Questions are designed to align with a scoring rubric
- Someone from the Projects office will follow-up with the submitter, then goes to Technical for how many resources will be needed, and then finally to Cabinet for approval. The Steering Committee puts the projects in numerical order and then delegated to IT Personnel for resources. Again, final proposals go to Cabinet for approval
- Design takes place in Fall and Deploy in Spring
- If your project is not at the top of the list, ask to resubmit
- The Project Portfolio is published on IT website
- Tawny inquired about Nolij and Concur
- CHRS is in progress
- Central Events Applications – Anna and Melinda had not heard about this project
- Tawny mentioned Campus Marketplace which the end user would access for procurement. Would create great efficiencies. Campus Marketplace is a third party that integrates with CFS. When will “running the institution” be a criteria for project prioritization?
- Project Prioritization ties into the Integrated Planning, Resource and Budget Assessment committee’s work

## 2) SUCCESSES

Procurement:

- Reported that there are now two options for Enterprise; one option is to continue to go through Facilities, the second option to go directly to Enterprise. When choosing to go directly with Enterprise the University only pays for days used; whereas, when ordering a car through Facilities, the car may sit in the Facilities’ parking lot over the weekend and extra days are charged when the car is not in use

Risk Management:

- The Emergency Management Audit has been completed
- As of September 1, the University went smoke-free. Informational signs regarding the no smoking policy have mysteriously been removed

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- There will be another iteration of the Animal Policy. Legal counsel recommended the one policy be split up into two different policies: one for employees and one for students and others. The President had not approved the policy. Kim would like to change the routing of policies to Senate Executive, Legal Counsel, Senate, and then the President

### UPD:

- The Annual Crime Report is finished. Kim is a Clery Director. Chancellor's Office reported the deadline was September 15 and the National deadline is October 1. Either way the deadlines will be met
- Office Luis Altic is out of the hospital. The investigation is progressing

### Facilities:

- Finished Redwood Bowl project
- Seismic Retrofit- Chancellor's Office is providing \$23.6 million in funding in order to complete the Library and Theater seismic projects. The Library will start construction the summer of 2018. The Theater will start construction the summer of 2019
- Permit change for Parking. Doug will take to Cabinet.
- Parking Citations – the third party has stopped paying their vendors. Due to the breach in contract, there may be a lawsuit. Parking has identified another ticketing system to move to quickly.
- There are 148 Facilities projects on the Facilities Project Prioritization list. This list will be vetted through the University Space and Facilities Advisory Committee. Amber suggested researching the methods being used by Institutional Effectiveness on the Integrated Processes, Resources and Budget Assessment Committee.

### University Center:

- The exterior lighting has all been replaced with LED lighting.

### Accounting:

- GAAP is in progress
- The Auxiliary Audits are close to being final
- New Assistant Controller starts on Monday
- Extended Education Auditors will be on campus for two more weeks
- The IT Audit is finished. There was a finding. Sylvia needs to send a memo

- 3) Doug distributed two handouts: Presidential Commitments for Working Together: June 2016 & California State University Northridge Leadership Principles. To be reviewed and discussed at the next Leadership Team Meeting on October 9.

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**In attendance:**

Amber Blakeslee  
Dave Nakamura  
Donn Peterson  
Douglas Dawes  
Kim Comet  
Michelle Anderson  
Melissa Hansen  
Patricia Ambrosini  
Sylvia Shively  
TallChief Comet  
Tawny Fleming