UWB Administrators’ Council Meeting Notes – September 26, 2017

Attendees: Ann Cox, Amy Stutesman, Bill Humphreys, Christine Howard, Cindy Shirley, Dorothy Baumgartner, Emily Christian, Jenny Albrecht, Kendra Yoshimoto, Lisa Walker, Marci Myers, Rita Johnson, Sharene Peltier, Therese P. Grant
Absent: Elaine Haig-Widner, James Miller, Russell Cannon, Sara Ali, Soofin Lam

Agenda:
- Welcome & Intro (Ruth)
- Discussion: Topics for Admin Council (All)
- Dom Juarez/Leah Shin on ASUWB Intro/Goals
- TAP Action Plan Update (Therese P. Grant)
- Discussion: Training for Campus (All)
- Adjourn

1. Intro & Updates (Ruth Johnston)
   - Advice and Consultation Diagram – See attachment
   - Kelly Snyder now a part of Admin & Planning
   - Truly Express Shuttle running to overflow parking lot – SPREAD THE WORD!
   - Website live for Admin Council: https://www.uwb.edu/administration-planning/vice-chancellor/administrators-council

2. Discussion: Topics for Admin Council
   - Policy Operationalization
   - Committee Interaction/Relationships incl. Seattle
   - Policies & Procedures
   - Internal Communications: Tools & Resources
   - Workday: best practices, etc.
   - Staff Leadership Development
   - Process Mapping
   - Shared Services

3. ASUWB President and Vice President on Goals (Dom Juarez and Leah Shin)
   - Responsibility/opportunity of ASUWB President is to empower leadership
   - 5 ASUWB goals:
     a) Identifying pain points/ideas for improving and collaborating on parking and food
     b) Outreach and involvement: UWB Leaders group, fostering student leaders
     c) Student Academic Enhancement Fund (SAEF): provides funds for student groups; revamping currently amid new travel policies
     d) Establishing a legacy: revamping constitution and structure, incorporating more student leaders; Expand role, change request process to be more inclusive with other student groups in creating recommendations
     e) Health Services
- Student budgetary council being developed to advise Deans on student issues at schools
- Student Diversity Council has been established by student advocacy member
- Government relations member forming SLAC, a legislative body, and increasing engagement and volunteerism

4. TAP Action Plans
- Result of Provost-led customer service survey
- Areas of focus for Bothell: Financial Aid/Registration, Copying & Printing Services
- 9% was UW Bothell's survey response rate, random sample
- Provided a basis for responding to each area
- Action plans developed for each area
- Report was sent to Provost – See Therese's attachments
- One example of outcomes: new MiniMax service
- Student feedback desired, will seek to implement small focus groups

5. Discussion: Training
- Appetite on campus, but need to know topics and timeframe
- Existing resources: CareLink, Fiscal & Audit Services (see https://www.uwb.edu/finance/training)
- Format: In person or online tutorial, developmental sequence, learning circles/sharing sessions
- Timeframe: there is interest in all day training
- Topics
  a) PM training on skills vs. just tools
  b) Effective workflow management, existing tools, selecting and continued use
  c) Email etiquette, best practices
  d) Supervisory workshops
  e) Business process mapping
  f) Diversity training, cultural competency
  g) SharePoint
  h) Leadership development
  i) Presentation skills
  j) Time management
  k) Emotional intelligence
  l) Budget models at schools/units
  m) Conflict management
  n) Fiscal skill building: compliance and budget
  o) Role based training (supervisor, etc.)
  p) Workday
  q) Strategic planning
  r) Growth mindset
  s) Building on Strategic Leadership Program

Next Meeting: October 31, 3 PM – 4 PM, DISC 464