## Administrative Excellence Policy Work Team Kickoff Agenda

**April 6, 2012  11am -12:30 pm**

**67 Bascom**

### Attendees:
- Judy Caruso, Brigid Daly, Kurt Dorschel (co-lead), Peg Eusch, Alice Gustafson (co-lead), Eden Inoway-Ronnie, Patrick Sheehan

### Unable to Attend:
- Peg Eusch

### Advance Materials:
- Charter. Please bring calendar with you.

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Welcome &amp; Introductions</td>
<td>Alice</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Introduction to Administrative Excellence</td>
<td>Alice</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Project Charter</td>
<td>Kurt/All</td>
<td>15 minutes</td>
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</tbody>
</table>

### Final Deliverables
- Comprehensive set of existing administrative policies
- Template for AE policies
- Process for creating, revising, and ending policies
- Definitions for policy, process, procedure and practice

### Overview of Policy Development
- Kurt | 20 minutes |

### Administrative Excellence Work Teams - Guidelines & Expectations
- Alice | 15 minutes |
  - Team Ground Rules
  - Document Management Standards
  - Team Decision-Making
  - Addressing Stakeholder Concerns
  - Resolution of Issues

### Action Items / Next Steps
- All | 5 minutes |
  - Review websites in power point

### Schedule Future Meetings
- All | 10 minutes |