

Administrative Services First-step Workshop Action Plan

Tasks and Accountability - February 20, 2009 - Working Draft

Below is a summary of assignments as a result of the Administrative Services First-step Workshop January 30, 2009. Everyone's participation was deeply appreciated and this document will provide a means to communicate monitor progress. The "Record of Proceedings" of the workshop are attached and along with this listing will be available on the web at <http://www.uaf.edu/adminsvc/>. Of particular note in the in the record of proceedings is the 'meaning' inherent in the UAF ASD mission statement (page 8) and key values (page 9). The key values fall in four categories; Performance, Leadership, Ethics and Support. This can be interpreted as ASD is here to **PLEaSe!**

The task listing below provides 13 distinct projects that the Administrative Services Division (ASD) will pursue to address the action plan categories (empowerment, communications, process efficiency, professional services, and collaboration) and key values developed during the ASD First-step Workshop. Projects and tasks will be added to this list as they are identified. It is important to note that this listing does not reflect all active projects and does not contain many of ASD's current priority tasks. Thus, if you are concerned about the status of a particular project/task that does not appear on this list feel free to contact Pat Pitney, Mary Parson, or the relevant department director.

Action	Responsibility	Due Date & Completed	Major Project or Transition Rec. (T)	Action Plan Category
Develop "First Step Action Plan" Priority	Pitney	2/13/09 2/21/09		Empowerment Communications
Streamlining Student Hiring	Racina	4/10/09	Aligned Business Model, Speed of Hiring (T)	Process Eff.
Post Award Efficiencies - School Institute Auth. Pilot Project	Griscavage	5/30/09	Aligned Business Model	Process Eff. Professional Ser. Empowerment Collaboration
Emergency Alert Notification - implement & test four systems	McGee	6/30/09	Safety & Compliance Coordination Committee	Communication Process Eff.
ASD Web Site Improvement	Parsons	3/30/09		Communication Empowerment
ASD Employee Survey - baseline of awareness and action based on shared values	Pitney	3/30/09	Improving Employee Morale (T)	
Inventory of UAF wide Administrative Capacity	Duhamel	3/30/09	Aligned Business Model	Communication Empowerment
Police Access to Available Data	McGee/Roberts	3/30/09		Collaboration

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Facilities Customer Survey	Schedler	3/15/09	Facilities Customer Service(T)	Professional Ser. Communication
Travel Module Implementation	Anderson	6/30/09	Aligned Business Model	Process Eff. Empowerment
Skillsoft Increase Department Use	Racina	5/30/09	Improve Training (T)	Empowerment
Browser Query Inventory - Web Accessible	Harrington	4/30/09	Rationalize Budget Process	Collaboration Empowerment
Develop Recognition/Reward Program	Pitney	6/30/09	Aligned Business Model	Professional Ser. Empowerment Collaboration
Budget Distribution Reporting	Roberts	3/30/09	Rationalize Budget Process	Communication Empowerment Professional Ser