|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| UTM Business Contacts Monthly Meeting | | | | | |
| 1.21.2015 | | 10:00 a.m. | | Innovation Complex – KN2213 | |
|  |  | | | | |
| Survey Results | | | | | |
| Discussion |  | | | | |
| Results of the anonymous online survey were reviewed and discussed. | | | | | |
| Conclusions |  | | | | |
| Agreement on the various results was reached and further suggestions were provided by the group. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| The results will be updated and a list of topics produced | | | Donna Coulson | | Feb 10/15 |
| Online access to the topic list will be developed | | | Steve Suraci | | Feb 18/15 |
| Other Initiatives | | | | | |
| Discussion |  | | | | |
| Initiatives to develop greater support for group members were discussed. | | | | | |
| Conclusions |  | | | | |
| The group approved the development of an expertise database and an anonymous online question submission form. Meeting notes and relevant documentation will be available online through the Business Services website. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| Development of an expertise database | | | Donna Coulson | | TBD |
| Development of an online question submission form | | | Steve Surrci | | TBD |
| Business Contacts Group Tab on Business Services website | | | Christine Capewell | | Feb 10/15 |
| Meeting Attendance | | | | | |
| Discussion |  | | | | |
| Group membership and attendance was discussed. It was agreed that membership would be limited to Business Officers however it is left to each member’s discretion to determine if members of their staff should attend specific meetings based on the topics being covered. | | | | | |
| Conclusions |  | | | | |
| Group members will advise the Co-Chairs of any invitees prior to the meeting for room and refreshment booking. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| -none- | | |  | |  |
| Meeting Format | | | | | |
| Discussion |  | | | | |
| Content and format of the meetings was discussed. The overarching purpose of the meetings is to provide group members with support. It was agreed by all that the meetings must be seen as a safe environment where all can speak freely without fear of repercussion or judgment. It was agreed that the Council Chambers will not be used for the meetings as it is too formal and large for our purpose. | | | | | |
| Conclusions |  | | | | |
| Meetings will be 1 hour in length and begin at 10:30 a.m. and take place in the Innovation Complex – KN2213 | | | | | |
| The agenda will be set so that general relevance, high importance items will be scheduled at the beginning of the meeting and more specific items will be set for later in the meeting so individuals can attend only the relevant portions of the meetings. | | | | | |
| Special workshops and info sessions will be set up to deal with general interest topics that require a block of time. | | | | | |
| A call for agenda topics will be circulated one week before each meeting. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| -none- | | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Discussion Items | | | |
| Discussion |  | | |
| 1. Forecast Deadline   Christine Capewell provided clarification on the forecasting deadline e-mail. She believes that 7 business days is sufficient but the hard deadline is now 10 business days. She strongly urged all members to strive for to meet the 7 business days deadline because she doesn’t want the group spending any more time on the forecast and believes the extra days just means people will be working on it even longer. | | | |
| 1. Personal Cell & Data   Christine Capewell explained that the issue is still not completely resolved. She is waiting for a decision from St. George before updating the UTM Policy on the Business Services website. She noted that it is definitely not an allowable expense for administrative staff however it is the faculty expense that is under scrutiny at present. She hopes to have a definitive answer soon. | | | |
| 1. Disposal of Capital Assets   The group voiced concerns over the cumbersome nature of the process and form. | | | |
| 1. Training Sessions at UTM   There was great interest in scheduling training at UTM. Many are interested but taking time to commute to St. George deters them from registering. Diane Pracin mentioned that there are several upcoming ODLC sessions being offered and encouraged members to attend to reinforce the desire for more workshops on our campus. The group consensus that there is immediate interest in Intermediate and Advanced Excel training and that it may assist with the forecasting process as well as be of interest to both group members and their staff. | | | |
| Action Items | | Person Responsible | Deadline |
| Business Services to work on streamlining the Disposal of Capital Assets process | | Christine Capewell | TBD |
| Schedule Excel training at UTM | | TBD | TBD |

NEXT MEETING: FEBRUARY 18, 2015

10:30 – 11:30 a.m.

Location: KN2213