University Architect & Associate VP
Policy & Procedure #17

TITLE **ASSOCIATE VICE PRESIDENT'S DEPARTMENT STAFF MEETINGS**

OBJECTIVE AND PURPOSE To meet weekly and assign duties/projects to the office staff accordingly. Discuss status of assigned duties/projects and give update status to the Associate Vice President.

RESPONSIBILITY	**ACTION**
ASSOCIATE VICE PRESIDENT	♦ Prepares agenda items for discussion with staff ♦ Holds weekly staff meetings every Thursday morning.
DEPARTMENT PERSONNEL	♦ Bring to the staff meeting the status of your assigned duties/projects that you have been working on since the last meeting ♦ Bring any new agenda items for discussion

Issued By: C. Capeletti	Date Issued: 7/2003	Date Revised:	Effective Date: 7/2003
			N/A
APPROVED:	Vice President	Associate V.P.	Director