

University of Houston
Division of Administration and Finance
Leadership Meeting
Elizabeth D. Rockwell Pavilion – MD Anderson Library
July 20, 2010

Minutes

Purpose & Scope:

The A&F Leadership meeting is Dr. Carlucci's initiative to provide an update on A&F Operations and to set goals for A&F Leaders to implement and engage for tier one status.

GOALS: The followings are goals for you to implement and engage for your staff.

- 1) Need to be involved in UH Recycling Initiative (top priority)
 - a. Develop recycling habits as a lifestyle
- 2) Start Planning FY2012 Budget
- 3) Need to initiate developing leadership by sending staff to training/encouraging staff to obtain higher education/advanced degrees
- 4) Succession Planning

FY2010-FY2013 Budget Briefing – Mr. Tom Ehardt

FY2010 Budget - 5% Reduction

- 1 Day Mandatory Furlough & up to 3 Voluntary Furlough
- Reduce Communications allowances
- No Overtime
- Reduce Business & Travel
- Other – Office Supplies ordering from TBS
 - Recycling across campus

FY2011 Budget

- 5% General Revenue Reduction made permanent
 - 2% of operating budget
 - Operating budget reductions averaged = 4%
- Consider using Holidays as Future Furlough Dates
- Copier – using only one vendor
- Recycling Initiative

FY2012 and FY2013 Budget outlook

- Legislature will meet in January 2011
- Require planning for further 5% and 10% General Revenue Reduction (16 million/year)
- Final appropriation not known until next summer

Impact Leadership – Mindy Stallings

- Develop UH Talent through Impact Leadership Model
 - Executive Excellence
 - Program:
 - proposed date July 20th, but need to push back
 - Nomination Based, only 16 participants
 - 8 full day session (every other week)
 - Mandatory attendance, Confidential clause, In-program mentoring & University cross section
 - Session: [go to A&F leadership Website, in Impact Leadership Presentation, for detail](#)
 - Assessment: [go to A&F leadership Website, in Impact Leadership Presentation, for detail](#)
 - Components: [go to A&F leadership Website, in Impact Leadership Presentation, for detail](#)
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 - Emerging Excellence
 - Women’s Excellence in Higher Education

Leadership Development & Succession Planning at the FAC –

Guest Speaker: Pam Birk, SPHR

- An institutional needs assessment, needed competencies
- An assessment of individual competencies, what you do, Lominger
- An assessment of individual behaviors, negatives that would not allow you to fit and maybe positives, Birkman
- Individual performance history
- Rating into 9 categories, produces leadership talent pool, talent review
- Individual development plans for every management employee, job rotations, leadership training for those in pool, and mentoring
- A succession plan for leadership talent

Next A&F Leadership Meeting:

October 13, 2010

1:00pm to 3:00pm

EDR Pavilion, MD Anderson Library