



# ENGINEERING & UTILITIES

## Policy & Procedure #3

**TITLE:** **ENGINEERING & UTILITIES STAFF MEETINGS**

**OBJECTIVE AND PURPOSE:** To improve communication and direction within E&U department and the Division.  
 Topics may include:

- a) Goals, University, departmental and Individual
- b) Staff schedules, vacations and emergency leave
- c) Staff development, training, seminar reports, new protocols
- d) Shutdowns
- e) Quality programs

**RESPONSIBILITY**

**ACTION**

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| <b>DIRECTOR</b>                          | <ul style="list-style-type: none"> <li>◆ Establish staff meeting schedule</li> <li>◆ Staff meetings will be held the first and third Monday of each month at a designated time/location</li> <li>◆ Establish staff meeting agenda</li> </ul> |
| <b>ASSISTANT DIRECTOR</b>                | <ul style="list-style-type: none"> <li>◆ Perform Director's duties if Director is to be absent for the regularly scheduled meeting.</li> </ul>   |
| <b>ENGINEERING &amp; UTILITIES STAFF</b> | <ul style="list-style-type: none"> <li>◆ Provide any desired agenda items to the Director or Assistant Director on the Friday immediately preceding the Monday staff meeting.</li> </ul>   |

Issued By J. Baker	Date Issued: 6/2003	Date Revised:	Effective Date: 6/2003
<b>APPROVED:</b>	Vice President	Associate V.P.	Director

