



Office of Space Utilization &
Analysis
Policy & Procedure #3

TITLE: OSUA STAFF MEETINGS

OBJECTIVE AND PURPOSE: To improve communication, direction, and continuity within OSUA, the Divisions, and the campus.

ACTION

RESPONSIBILITY

- DIRECTOR**
 - ◆ Establishes schedule for general staff meeting for department:
 - General staff meetings are held the second Tuesday of each month at a minimum.

- STAFF**
 - ◆ Recommends agenda items to the Director by the Monday preceding the meeting.

- DIRECTOR**
 - ◆ Prepares agenda items for general staff meeting.

Issued By: S. Clounts	Date Issued: 4/2001	Date Revised: 4/2009	Effective Date: 4/2001
APPROVED:	Vice President	Assistant V.P.	Director