

**Arts Administrative Group
Tuesday, February 15, 2011
9:30 am
Leacock 738**

Co-Chairs: Connie Di Giuseppe and Andrew Stoten

AGENDA

- 1. Welcome**
- 2. Announcement: Special information session on Immigration (procedures, exemptions, work permits and permanent residency) will be held on Wednesday March 9, from 9 am to 11 am in Leacock 232. All relevant Arts administrators are welcome.**
- 3. Setting common practices across units (create a checklist)**
- 4. Bill 90 exercise**
- 5. Annual Report February 15th deadline**
- 6. Sharing administrative support initiatives, or, How To Cope With Less Staff**
- 7. Suggested topics for future meetings**
- 8. Other business**