

**Arts Administrative Group
Thursday, January 20, 2011
9:30 am
Leacock 738**

Co-Chairs: Connie Di Giuseppe and Andrew Stoten

AGENDA

- 1. Welcome**
- 2. Operating Budgets – carry forwards and supplementary budget allocation for encumbrances, procedure change MEMOs. Budget exercise and Deans Memo to Chairs. Guest speaker: Nancy Prsa & Helen Wilicka**
- 3. 25% reduction in Department Operating NCS costs - Helen Wilicka**
- 4. Sharing administrative support initiatives (*only if we have time*)**
- 5. Update: Working Group to review Arts administrative service provision**
- 6. Suggested topics for future meetings**
- 7. Other business**