

# CAMPUS-WIDE BUSINESS MANAGERS MEETING

## AGENDA

JUNE 15, 2017

TOPIC	PRESENTERS
<b>HUMAN RESOURCES</b> <ul style="list-style-type: none"><li>• <a href="#">Quality Enhancement Plan Overview for Staff</a></li><li>• <a href="#">Biometric Screenings</a></li><li>• Leadership Forum Update – <i>Non-supervisory Leadership Forum (July 18)</i></li><li>• Educational Assistance Form Name Change – <i>Effective Fall 2017, PC 191 form number changing to P-130</i></li><li>• I-9 Process Update – <i>Complete as soon as background check is clear and it will expedite onboarding paperwork</i></li><li>• New Position Description Form (effective July 1) – <i>HR website will be updated to provide access to new form</i></li><li>• Sick Leave Bank Update – <i>June 21 enrollment event in Madison Plaza</i></li><li>• <a href="#">Supervisory Foundations Certificate Program</a></li><li>• 5-10-15-20 Year Service Awards – <i>June 20, 2017, 1:00 PM, SAC Dining Hall</i></li></ul>	Chandra Alston
<b>FINANCE</b> <ul style="list-style-type: none"><li>• <a href="#">Contract Management System</a></li><li>• Updated Travel Advance Policy</li><li>• Budget Update</li><li>• Finance Moves</li><li>• <a href="#">FY 2017 Processing Deadline Dates</a></li><li>• <i>The Bottom Line Emails</i></li></ul>	Sandra Pulliam Tony Ferrara

Awaiting room confirmation before announcing July 2017 Meeting Date