College/Division Administrator Meeting
Room 302, Melcher Hall
May 10th, 2018 - 9 AM to 11 AM

Agenda

Ruth Shapiro, Senior Assistant General Counsel
Susan Koch, Chief Compliance Officer
  • General Data Protection Regulation (GDPR) Synopsis

Christine Bayol, Director of Sales and Marketing Hilton Hotel
  • Brief overview of services available at the Hilton Hotel

Breion Rollins, Benefits and Wellness Manager
  • Back-up Care plan

Karin Livingston, AVP for Finance & Controller
  • Key Dates Calendar is published
  • Key Dates SharePoint Site is available. Items submitted include:
    o Petty Cash and Change Fund Documentation
    o HR Security Access Report
    o Finance Access Confirmation Form
    o Travel Cardholder and Custodian Spreadsheet
    o P-Card Cardholder and Business Contact Spreadsheet
    o Mandatory role-based training lists
    o Delegation of Authority for Contract Signatures
    o Designation of Property Custodian Forms
    o Certifying Signature Forms
    o Baseline Standards
    o Cash Handling Procedures
    o Campus Solutions Security Access Audit Report
    o Fraud Risk Survey
    o Accounts Receivable Reconciliation
    o Merchandise Inventory
    o Postage Encumbrances
    o Authorized Individuals for Fuel Purchases.
  • HUB Spot Fair and FY19 HUB Goals program
  • Mileage and Tips

Other items from the group