

**College/Division Administrator Meeting**  
**Zoom**  
**November 11, 2021 - 9 AM to 10 AM**

**Agenda**

**Connie Kemp, Executive Director HR Services**  
**Vicki Rawlston, Manager, Training HR Services**

- Annual Mandatory Training
- New Hire Mandatory Training

**Other items from the group**

- Digital Signature Solutions Services – Contract executed. Kick-off meeting tentatively scheduled for 11/29
- Reminder PS 9.2 upgrade on 12/5/2021
- CDA-Controller’s office Taskforce – Requests & Responses
  - PS Budget transfers and Fund Equity Transfers – Request Budget office to use the same transaction line descriptions as in the ‘Budget transfer journal’ – effective immediately.
  - Quarterly Financial Report by Division, Department, and Program level for CDA’s – The quarterly reports are available to all CDA’s upon request.
  - E-Termination Checklist missing field for ‘Off-campus property’ checked out by staff – Checklist was streamlined few years ago. This checklist does not trigger anything further. See below snapshot.

<u>Item</u>	<u>Item Details</u>	<u>Action</u>	<u>Turn Into</u>
1 Equipment, tools, uniforms, vehicle, off-campus equipment etc.		Turn in equipment, tools, uniforms, keys to vehicles, etc.	Dept DBA/CBA