

College/Division Administrator Meeting
Room 302, Melcher Hall
October 14, 2010, 9 AM to 11 AM

Agenda

Kristen Gibson, Executive Director, Contracts Administration

- Introduction

Lisa Castro, Department Business Administrator, Plant Operations

- Plant Operations Website
- Plant Operations Work Request

Sandy Coltharp, Director of Training and Development, Human Resources

- Mandatory Training Updates
- ePerformance Training

Emily Messa, Assistant Vice President, University Services

Mary Dickerson, Interim Executive Director, IT Security

- UH Shredding Program

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- National Cyber-Security Awareness Month
- UH Data Security Program Initiatives

Nicole Broyles, Director of Business Services, UIT

- Ending Individual Review of Long Distance Charges

Mike Glisson, Executive Director, Finance

- Cost Center Verification Training
- Encumbering Travel and Non-PO Vouchers

Other items from the group