

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:
 - Petty Cash and Change Fund Documentation
 - HR Security Access Report
 - Finance Access Confirmation Form
 - Travel Cardholder and Custodian Spreadsheet
 - P-Card Cardholder and Business Contact Spreadsheet
 - Mandatory role-based training lists
 - Delegation of Authority for Contract Signatures
 - Designation of Property Custodian Forms
 - Certifying Signature Forms
 - Baseline Standards
 - Cash Handling Procedures
 - Campus Solutions Security Access Audit Report
 - Fraud Risk Survey
 - Accounts Receivable Reconciliation
 - Merchandise Inventory
 - Postage Encumbrances
 - Authorized Individuals for Fuel Purchases.
- HUB Spot Fair and FY19 HUB Goals program
- Mileage and Tips

Other items from the group