

College/Division Administrator Meeting
Room 302, Melcher Hall
March 14th, 2019 - 9 AM to 11 AM

Agenda

Valerie Coleman-Ferguson

- H-1B Processing and Approvals

Request from the Office of Compliance and Ethics

- Three policies are coming up for review that are new, have not been modified in many years, or have undergone extreme change:
 - MAPP 09.03.03 – Space Management Policy. This is a new policy which the Chancellor has asked everyone to review for understanding of content and the process for asking for a utilization of space review.
 - MAPP 09.03.01 – Event Reservation and Rental of University of Facilities. This policy has not been approved in five review cycles and has been revised many times and could affect Colleges and Divisions that reserve space for various functions.
 - SAM 05.C.03 – Student Travel. This document has been extensively rewritten.

Karin Livingston, AVP for Finance & Controller

- West Spot Bid Fair
- Business Meals and Sales Tax
- Gift Cards
- Sole Source on Spot Bids
- Purchasing update

Other items from the group