

College/Division Administrator Meeting
Zoom
October 14, 2021 - 9 AM to 11 AM

Agenda

Dr. Emily A. Messa, Associate Vice Chancellor/ Associate Vice President for Administration

- Economic and Supply chain issues

Esmeralda Valdez, Executive Director, University Services

- Copy, Print and Delivery Services

Lauri Schneidau Ruiz, Senior Assistant General Counsel

- Type of Conflicts of Interest
- ‘Introduce’ the Landing page for Conflict of Interest (COI) and Related Disclosures

Dr. Linelle F. Clark, Director, Historically Underutilized Business Operations

- Annual HUB Contest 2021 Winners with Methodology
- FY2022 HUB Goals

Rob Adkins, Director Purchasing; Shawn Rand, Manager Fleet Services; Otu Inyang, Manager Environment Health and Safety

- Updates on Purchasing Form Revisions
 - Pre-approval form for Requisitions with EHS Hazardous/Regulated Materials
 - Vehicle Purchase/Replacement Request Form
 - Summary for Purchases Exceeding \$100K

Other items from the group

- Quick update on Property Management – reports, forms, workflow, processes and policies
- PS 9.2 upgrade on 12/5/2021
- CDA-Controller’s office Taskforce