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Administrative Meeting is Scheduled for Thursday, October 22nd at 3:30 p.m. in EPIC 1332

Eklund, Jennifer <jeklund3@uncc.edu>

Thu, Oct 15, 2015 at 9:22 AM

To: "COE-BSS-SSS@LISTSERV.UNCC.EDU" <COE-BSS-SSS@listserv.uncc.edu>

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The Administrative Meeting has been moved to [Thursday, October 22nd at 3:30 p.m. in EPIC 1332](#). Please plan to attend!

AGENDA:

1. Google Calendar, Communication Tool Presentation - Julia Martin, Public Communications Specialist, EPIC
2. Review of Timesheets, SAM, Phone Bills, & Travel procedures - Jennifer Eklund Carlson
3. Updates - Jane Stewart
4. Discussion

I look forward to seeing everyone.

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