



Eklund, Jennifer <jeklund3@uncc.edu>

---

## Administrative Meeting is Scheduled for Thursday, January 21st at 3:30 p.m in Duke 324

---

**Eklund, Jennifer** <jeklund3@uncc.edu>

Wed, Jan 13, 2016 at 2:08 PM

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

Cc: Tony Brizendine <albrizen@uncc.edu>, Asis Nasipuri <anasipur@uncc.edu>, John Daniels <jodaniel@uncc.edu>, Scott Smith <kssmith@uncc.edu>, Simon Hsiang <shsiang1@uncc.edu>, "Johnson, Bob" <robejohn@uncc.edu>, rsmelser <rsmelser@uncc.edu>, Christopher Evans <cevans52@uncc.edu>, cyclee <cyclee@uncc.edu>, jenslin <jenslin@uncc.edu>, muddin <muddin@uncc.edu>, patolley <patolley@uncc.edu>

Happy New Year!

In December I sent an email that we would be scheduling our next meeting on Tuesday, January 19th, please remove from you calendars.

The meeting is scheduled for **Thursday, January 21st at 3:30 p.m. in Duke 324**

Agenda:

1. Conference Services - Jennifer Eklund-Carlson
2. RPT, Reappointment, Promotion and Tenure Process - Jennifer Eklund-Carlson & Jane Stewart
3. Budget Updates - Jane Stewart
4. Questions

Please plan to attend and I look forward to seeing you.

--

---

Jennifer Eklund Carlson | Executive Assistant to the Dean  
UNC Charlotte | College of Engineering - 310 Duke Centennial Hall  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: [704-687-8242](tel:704-687-8242) | Fax: [704-687-8247](tel:704-687-8247)  
[jeklund3@uncc.edu](mailto:jeklund3@uncc.edu) | <http://engr.uncc.edu>

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply email or by telephone at [704-687-8242](tel:704-687-8242). Thank you.