Administrative Meeting
Tuesday, March 25th at 3:30 p.m.
EPIC 1332

AGENDA
1. Year End Process – Robin Moose
2. Branding and Ordering Promotional Supplies – Kristen Brown
3. Using Banner Screens for Grants – Lauren Beastall
4. Updates from Academic Affairs – Jane Stewart
   a. EPAF Transition to HR
   b. Faculty Departures
   c. People Admin 7 Software for hiring SPA/EPA
   d. EPAF Deadline for fall 2014 part time faculty is 7/18/14
5. PCard Updates – Jennifer Eklund
   a. Upload Receipts
   b. Department Chairs/Directors can now have their own pcard
   c. Reminders on Allowable/Non-allowable expenses
   d. Process for signing off (date, purpose, person, etc.)