AGENDA
1. Welcome and Introductions
2. Archibus, Space Management – Dan Rowe
3. E-Print Reconciliation – LuAnne Troutman
4. I-Flex Funds & Lapse Salaries – Jane Stewart
5. Grant Reconciliation and using Banner – Wendy Meier
6. State and Discretionary Reconciliation and using Banner – Jennifer Eklund
7. Review of COE Administrative Website – Jennifer Eklund
   a. Internal Audit
   b. Travel
   c. How to Resources
   d. Grants and Contract Resources
8. Upcoming Dates to Remember:
   a. SPA & EPA Evaluations begin March 1, 2014, Due April 30, 2014
   b. Faculty Contracts begin Monday, August 18, 2014,
      I-9 MUST BE COMPLETED
      PD7 Dates:
      Contract Dates: August 18, 2014 To: May 15, 20XX
      Effective Payroll Dates: August 16, 2014 Remove from Payroll: June 30, 20XX
9. Coordinate and spend your Graduate School and Chancellor’s funding