

**College/Division Administrator Meeting**  
**Via Zoom**  
**Thursday February 12, 2026 @ 9 AM to 11.00 AM**

**Agenda**

**UIT Security – Sven, Hahues, Asst. VP/VC, IT Security, CISO**

- Update on Prohibited Technologies

**Payroll Updates – Kimberly Robinson, Asst Controller, Payroll/Tax**

- Updated Tram Guide
- Additional Payroll Forms/Templates – (forthcoming via DocuSign)

**Purchasing/ HUB Updates – Robert Adkins, Purchasing Director**

- Punchout Goods Catalog vendors live now and in process
- Timeline – transition to full use of Jaggaer e-Procurement
- Training Strategy and Training Resources
- HUB Update – TAC & TGC Guidance; HUB Goal; FAQ's
- Demo of the 'DocuSign Summary of Purchase Template'

**Other Items:**