

College/Division Administrator Meeting  
Room 302, Melcher Hall  
November 10, 2016, 9 AM to 11 AM

Agenda

Valerie Coleman-Ferguson, Associate General Counsel

- Contract Templates and the Foreign National Information Addendum
- H1B Visa Update

Melissa Abram-Jackson, Manager, Talent Acquisition and Talent Management

Jennifer McMillin, Director, HRIS Application

- Taleo Implementation Update

Monica Baisden, Director, Human Resources Services

- Background Checks for Employees

Mike Glisson, Assistant VP for Finance and Controller

- Purchasing Buyer Assignments by College/Division
- P-Card Guidelines Update
- Vendor ID Group Update

Other items from the group