

College/Division Administrator Meeting
Room 302, Melcher Hall
October 11th, 2018 - 9 AM to 11 AM

Agenda

Esmeralda Valdez, Executive Director University Services, Printing Operations

- Changes in Printing and Mail Services

Carlos Luis, HR Business Partner

Tomas Turrubiates, Compensation Manager

Margaret Busch, Payroll Manager

- ePerformance training dates
- End of year W-2 Updates

Samantha Yurus, Accounts Payable Director

Eric Sanchez, Travel Coordinator

- Updated travel guidelines on the Travel Website

Karin Livingston, AVP for Finance & Controller

- Results for Spot Bid Fair on September 20th
- Sharp Contract is being renewed for 2 additional years, now expires July 2021
- Comptroller rules regarding state P-Cards

Other items from the group