

College/Division Administrator Meeting  
Room 302, Melcher Hall  
May 9<sup>th</sup>, 2019 - 9 AM to 11 AM

Agenda

Ruth Shapiro, Senior Assistant General Counsel

- HIPAA/Medical Record Privacy Act Questionnaire

Sandra Armstrong, Executive Director Human Resources Operations

David Navarro, Payroll Director

- Worker classification checklist

Sandy Wilkerson, Program Director Gift Processing and Records

- Gift handling processes (gifts, events, sponsorships, auctions)

Esmeralda Valdez, Executive Director University Services

Deborah Davis, Director Campus Services

- New photo campaign for the Cougar Card

Karin Livingston, AVP for Finance & Controller

- Purchasing and HUB update
- Peggy Levy is no longer with the University; anyone who will be developing a new policy, revising an existing policy, or has policy questions can contact Susan Koch or Lauri Ruiz.

Other items from the group