

**College/Division Administrator Meeting
Via Zoom
September 08, 2022 - 9 AM to 11 AM**

Agenda

Robert Adkins, Director, Purchasing

- Dell-HiED procedures/updates.

Linelle Clark, Director, HUB Operations

- Spot Bid Fair at the Houston Minority Supplier Development Council's EXPO 2022

Roland Shaw, Executive Direct, Payroll

- Time Reporting & Absence Management College/Division Administration Update

David Schultz, Assistant VP, Sponsored Research Administration

- Office of Contracts and Grants Administrative changes and updates

Usha Mathew, Assistant VP, Finance/University Controller

- DocuSign Update

Other items from the group