

**College/Division Administrator Meeting
Via Zoom
January 12, 2023 - 9 AM to 10 AM**

Minutes

Linelle Clark, Director, HUB Operations

- HUB Power BI reporting demo by Dakarai Campbell, HUB Sr. Specialist. See attached presentation material.

Kimberly Robinson, Director, Tax and Compliance

- Tax office updates
 - Tax office is fully staffed.
 - Working on Form 1098-T to tuition-paying students by **January 31** and file a copy with the IRS by February 28

Brenda Dixon, Executive Director, Payroll

- Introduction new Executive Director, Payroll
- Week of January 23, W-2's should be available.

Other items from the group