
REMINDER - Administrative Meeting Scheduled for Wednesday, March 16th at 3:30 p.m. in Duke 324

Eklund, Jennifer <jeklund3@uncc.edu>

Wed, Mar 16, 2016 at 10:57 AM

To: "COE-BSS-SSS@LISTSERV.UNCC.EDU" <COE-BSS-SSS@listserv.uncc.edu>

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The Administrative Meeting is Scheduled for **Wednesday, March 16th at 3:30 p.m. in Duke 324**. Please note the "save the date" sent out last month has been changed due to the Kronos and Financial Services Training during this week.

Agenda:

1. Branding and Emails - Mary Cook
2. Budget and Encumbrances - Jane Stewart and LuAnne Troutman
3. Work Plans - Jane Stewart
4. Discussion and Misc. - Jennifer Eklund

Please plan to attend and I look forward to seeing everyone.

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