



Jennifer Carlson <jeklund3@uncc.edu>

Administrative Meeting Attendance and Discussion 4/24/18 & 3/26/18

Jennifer Carlson <jeklund3@uncc.edu>

Tue, Apr 24, 2018 at 2:57 PM

To: COE-BSS-SSS-group@uncc.edu

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Thank you for attending today's Administrative Meeting. Please see the attached Sign In Sheet.

Derik Screen, Financial Services Reporting Analyst was able to attend and demonstrated Report Cental's new reporting for Banner Data for Departmental Financial Reporting.

Jennifer announced about Duke Energy Engineering Day on May 15th in EPIC. Also, please notify Jennifer or Melissa of any upcoming events, conferences, and visitors to campus. This ensures all is taken care of for our guests coming to campus.

Summary Jane and Lori's Updates on Budget

Jane discussed three steps needed to be done for e -Commerece. Reminder

Three Steps:

Data Acknowledgement Send copy to Jane

Security Awareness

Canvas Training

Robin Moose and Jane prepare the e-Commerce workbooks.

Budget Presentation tomorrow 04/25/2018. Thank you for working on your part of the Budget.

College \$1,700,000.00 in Available General Fund

Not meeting KPI mandated by AA. 80% by April 01, 2018.

\$700,000 behind last year spending rate same time period.

Spend your available funding. Must spend down quickly.

Thank you to Joanne for helping ME and ET with old fiscal year encumbrances.

Remember three way match Purchase Order match invoice, received in Banner.

Report on Start-Up due to AA. Also, report on what type of funds you are using for your department Start-Up due as well.

Copy of the Disbursement Cutoff Dates for Fiscal Year 2017-2018 given out to staff.

Part-Time/Adjunct Faculty paperwork is Due July 13th.

Listen for news in your department when faculty suggest possible going on a leave or re-signing to work at another place. Notify Jane, Jennifer and Shanda. We do not want over-payments to occur in the college. Takes a long time to recover the funding back to the department. One case took over a year.

Closing Message " Spend the Money", "Spend the Money"

Thank you all also for attending the Administrative Meeting on Monday, March 26th. Please see attached Sign In Sheet.

Vonda Lee, Business/Technology Applications Specialist for ImageNow presented on reports and finding data in Preceptive Concept

Jane and Lori Updated

April 1st - must have 80% spending completed

Reach out to Search Committees for recruitment in departments

Clean up deficits

Complete Manual Timesheets

DPR's are moving to 49erMart

The next Administrative Meeting will be held on Tuesday, May 22nd at 10:00 a.m., location TBD.
Tentative AGENDA:

1. Surveys and Google Forms
2. Direct Deposits

Thank you!

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2 attachments

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