

Administrative Meeting, Tuesday, November 1st, 3:30 p.m. in Duke 324

Updated Agenda:

1. Welcome and Introductions
2. ABET Recap
3. SAM Update
4. Phone Bill, retrieving and reconcile
5. Segregation of Duties
6. Tracking Assets/Inventory
7. Account coding and common errors
8. Receipt Book - Handout
9. DUO
10. EPAF - Handout
11. Specialty Faculty - Handout
12. Student Advisor - High Tech/High Touch
13. Current Actions from AA - Jane Update