

Administrative Meeting
Tuesday, May 21st
10:00 a.m.
Duke 308

AGENDA:

1. Katie Howell, University Archivist and Pamela Mason, Records Analyst
 - PowerPoint posted under Administrative Resources-Administrative Meetings
2. Business Updates - Jane Stewart
3. Grants Updates - Shanda Wirt

Notes:

- Jane Stewart:
 - The Budget Call meeting was canceled due to there being no new money for 2019-2020 fiscal year.
 - All encumbrances must be received and invoiced for payment before the 2018-2019 fiscal year ends. Any encumbrances after that will be paid out of next year's budget.

- Lori Bernard:
 - 2018-2019 Fiscal Year End Important Days:
 - All Pcard transactions posted on and/or after June 8th will be paid out of the 2019-2020 budget.
 - 49er Mart: All encumbrances must be received and invoiced on or before June 17th.
 - DPR & Travel Documents: Must be sent to Travel and Complex Payments on or before June 17th.
 - FTR's: Journal Entries and Budget Revisions must be submitted on or before June 17th.

- COEN Contracts and Grants: Shanda Wirt
 - There has been 112 awards so far this year totaling near \$15,000,000.
 - There has been an increase in proposals of 15% with 219 this year.
 - The second COEN Contracts and Grants Newsletter will be published this summer. It will include faculty spotlights, and information on conferences and training.
 - Please email Joanna Zhang for more information on the newsletter.