All recruitment must have proper searches no waivers will be issued by AA.

Positons must be hired in by April to make sure finalized by May.

Budget 75% spent on quarter basis will be March soon with only one quarter left to go.

Budget Templates due back to me on or before Feb. 19, 2016.

Must Clean-up deficits with BD606 and BD 607. Jane and Lu-Anne will review and initial. Requested monthly by AA, budget office.

Please send in paper-work to –re-issue contracts ending 06/30/2016. If you know someone is not going to be re-issued the position needs to have recruited on in a proper search.

Pay attention to your salary lines and reconcile all funds and account codes in SAM.

Make sure time cards coming in for all non-exempt employees.

Approved purchases on equipment by Dean start the process immediately on entering in 49er Mart. Year end is fast approaching to have items received, invoiced and paid. (Three way match).

Kronos in March. Training in February short notice of only a week.

Please call or email me any questions regarding hiring paperwork. We need to figure out the solution at the college level.

ABET in October talk to your Chair on what actions you need to do.