



Jennifer Carlson <jeklund3@uncc.edu>

REMINDER - Administrative Meeting tomorrow, Thursday, June 28th at 10:00 a.m. in EPIC 1332

Jennifer Carlson <jeklund3@uncc.edu>

Wed, Jun 27, 2018 at 12:46 PM

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

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On Fri, Jun 15, 2018 at 10:49 AM, Jennifer Carlson <jeklund3@uncc.edu> wrote:

The next Administrative Meeting is Scheduled for **Thursday, June 28th at 10:00 a.m. in EPIC 1332.**

AGENDA:

1. PCard Q&A with Annette Heller, Purchasing Card Administrator
2. College Events - Christine Biela, Director of Alumni Affairs and External Constituents
3. New Faculty Orientation - Melissa Roy
4. Directory Updates - Melissa Roy
5. Donuts with the Dean - Melissa Roy
6. Graduate appointments - Jennifer Carlson
7. College updates and open discussion

Please plan to attend.

On **Tuesday, July 24th from 10:00 a.m. to 11:30 a.m. in EPIC 1332**, the Administrative Meeting will be **A.L.I.C.E. (Active Assailant) workshop**. This training session is designed to teach you how to recognize potential workplace violence indicators; describe actions to take to prevent and prepare for potential active shooter incidents, and know what actions to take if confronted with an active shooter. *You are not required to attend this training.* The same training is offered through Learning and Development with HR, however we have had many request from college staff members and are able to provide for those that want to attend. Please remember this is optional.

Thank you all for your hard work this year and please contact me with any questions.

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