**Administrative Meeting**

**WEDNESDAY, November 5th at 3:30 p.m.**

**EPIC 1332**

**Light snacks**

**Tentative Agenda**

1. Welcome and Introductions
2. Hiring Part Time Faculty, Spring 2015 – presented by Franci Hamilton
3. Updated PD7 – handout
4. Faculty Departure Report Form - handout
5. RPT, Reappointment, Promotion & Tenure – Jennifer Eklund
6. Budget Update – Jane Stewart
7. Audit Report – Jane, LuAnne and Jennifer
   1. Account Codes
   2. Timesheets
   3. Safety Training – Evacuation plan, Fire Extinguisher & First Aid

VENTURE on Monday, November 10th, 3:00 p.m. to 4:30 p.m. Cone Lucas Room