

# Welcome, Business Administrators!

- To sign in, please scan the QR code or visit <https://forms.microsoft.com/r/1haAKdi5GK>
- No device? No problem!  
Let April know and she will mark you present.



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# MEETING AGENDA

- Mark Denney – Admin and Finance Updates
- Andrea Sears - CBMI registration and Travel forms and Cost Center Clarification
  - Regular Registration deadline: 6/30/2023
  - CBMI Registration fee: \$675 (through 6/30/2023); \$725 (7/1-7/17/2023)
  - CBMI Registration website: <https://sacubo.memberclicks.net/2023-cbmi-registration>
  - The cost for C/DBAs to attend will be covered by A&F
- Leanne Howell (on behalf of Rosie Pineda)– Copier PO Payment Training schedules
- Deja Sero – Budget review expectations

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## BEST TIPS FROM THE ASCEND *BUSINESS ETIQUETTE* SESSION:

- Be on time
- Be prepared
- Respect others' speaking times
- Ask relevant questions
- Follow the Chain of Command
- Be positive
- Be present – avoid distractions (Ex. phone, laptop, etc.)
- Be mindful of the noise

