

**Business Administrator Meeting – Agenda**

**Friday, April 14, 2023, at 10 a.m.**

**Bayou Building, Room 2230**

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**1. Deja: Introduction**

Welcome to the Planning and Budget Office: Luisa Gallegos, Budget Analyst III (Starting April 17th)

**2. Agenda Items:**

**1. Mark Denney – Admin and Finance Updates**

**2. Andrea Sears - CBMI registration and Travel forms.** Which cost center are we using?

- a. Regular Registration deadline: 6/30/2023
- b. CBMI Registration fee: \$675 (through 6/30/2023); \$725 (7/1-7/17/2023)
- c. CBMI Registration website: <https://sacubo.memberclicks.net/2023-cbmi-registration>
- d. The cost for C/DBAs to attend will be covered by A&F

**4. Leanne Howell (on behalf of Rosie Pineda)– Copier PO Payment Training schedules**

**5. Deja Sero - Planning & Budget Updates**

**3. Meeting and Office Etiquette Tips (from the ASCEND Training Business Etiquette Session):**

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

**Next Business Administrator Meeting date:**

- Friday, May 12<sup>th</sup> (Time and Location TBD)