Business Administrator Meeting – Agenda

Friday, April 14, 2023, at 10 a.m.
Bayou Building, Room 2230

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 12th (Time and Location TBD)