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.
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
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