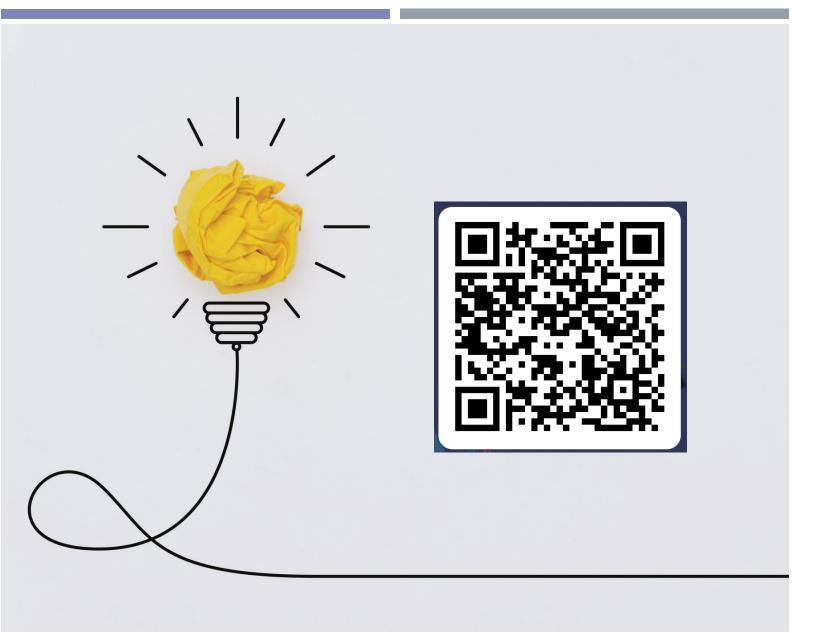
<u>Welcome</u>, <u>Business</u> <u>Administrators!</u>

- To sign in, please scan the QR code or visit <u>https://forms.</u> <u>microsoft.com/r/1haAKdi5GK</u>
- 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: <u>https://sacubo.memberclicks.net/2023-cbmi-registration</u>
 - 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

