

# A G E N D A

## Business Affairs Officers Committee Meeting

Wednesday, September 6, 2023

1:30 – 3:00 p.m.

UGL Community Room 3<sup>rd</sup> Floor

Item	Presenter (s)	Time
<b>Call to Order</b> <b>Review and Approval of August 2<sup>nd</sup> Meeting Highlights</b>	Christine Green	1 minute
<b>Announcements &amp; Reminders</b> <ul style="list-style-type: none"> <li>• WDET BAO Introduction</li> <li>• Fall Enrollment</li> <li>• New Co-chairs</li> <li>• BAO P-Class Codes</li> </ul>	Derek Donnellon Christine Green Liz Godwin	4 minutes
<b>New Business</b>		
<ul style="list-style-type: none"> <li>• City Institute, BAO Learning Journey</li> </ul>	Emily Thompson, Director, Economic and Community Dev.	10 minutes 1:35 p.m. – 1:45 p.m.
<ul style="list-style-type: none"> <li>• Year End – Fiscal Operations</li> </ul>	Tony Miller, Director, Office of Fiscal Operations	15 minutes 1:45 p.m. – 2:00 p.m.
<ul style="list-style-type: none"> <li>• Budget Update</li> </ul>	Brelanda Mandija – Senior Director, Budget, and Planning	15 minutes 2:00 p.m. – 2:15 p.m.
<ul style="list-style-type: none"> <li>• Human Resources Update</li> </ul>	Carolyn Hafner – Associate Vice President & Chief Human Resources Officer	15 minutes 2:15 p.m. – 2:30 p.m.
<ul style="list-style-type: none"> <li>• Grant Balance Training</li> </ul>	Tim Foley, Training Specialist, Sponsored Program Admin.	25 minutes 2:30 p.m. – 2:55 p.m.
<ul style="list-style-type: none"> <li>• Discussion, and Questions by BAOs</li> </ul>	Open Discussion	If Time Allows
<b>Closing Remarks/Adjournment</b>	Christine Green Liz Godwin	5 Minutes