

# A G E N D A

## Business Affairs Officers Committee Meeting

Wednesday, November 2, 2022

1:30 – 3:00 p.m.

At UGL and Via TEAMS

Item	Presenter (s)	Time
<b>Call to Order</b>	Christine Green Liz Godwin	1 minute
<b>Review and Approval of October 5<sup>th</sup> Meeting Minutes</b>	Christine Green Liz Godwin	1 minute
<b>Announcements</b> <ul style="list-style-type: none"> <li>• Welcome</li> </ul>	Liz Godwin	3 minutes
<b>New Business</b>		
<ul style="list-style-type: none"> <li>• Reminders, Discussion, and Questions by BAOs  <a href="https://fbo.wayne.edu/holiday-closure-periods">https://fbo.wayne.edu/holiday-closure-periods</a> </li> </ul>	Monitor your Indexes Roster Reconciliation Due 11/25 Holiday Calendar Online (11/8) Cybersecurity Training Required Open Discussion	15 minutes 1:35 p.m. – 1:50 p.m.
<ul style="list-style-type: none"> <li>• Tuition Model</li> </ul>	Brelanda Mandija – Senior Director, Budget, and Planning	15 minutes 1:50 p.m. – 2:05 p.m.
<ul style="list-style-type: none"> <li>• New Appointment Summary</li> </ul>	Lisa Shrader, Assistant Vice President, Office of the Provost	15 minutes 2:05 p.m. – 2:20 p.m.
<ul style="list-style-type: none"> <li>• Effort Certification</li> </ul>	Marlene Erno, Senior Director of Finance, Sponsored Program Administration	15 minutes 2:20 p.m. – 2:35 p.m.
<ul style="list-style-type: none"> <li>• Human Resources Updates: ATS Update, Performance Appraisals, Non-Rep Bonuses &amp; Employee Appreciation Week</li> </ul>	Carolyn Hafner – Associate Vice President & Chief Human Resources Officer	20 minutes 2:35 p.m. – 2:55 p.m.
<b>Closing Remarks/Adjournment</b>	Christine Green Liz Godwin	5 Minutes

**Include UGL on your daily screener and have the QR code ready if you are attending in person.**