



AGENDA

Financial Area Representatives' Meeting

April 22, 2009 Biotechnology, Sciences & Engineering Building (BSE), Room 2.102
2:00 – 3:30 p.m.

Meeting Facilitator: Mary Simon, Senior Director of Budget Planning & Development

2:00 p.m.	<i>HUB Presentation</i> <i>Irene Maldonado,</i> <i>HUB Program Manager</i>	PowerPoint will be posted to website
2:15 p.m.	<i>Business Expense Form Update</i> <i>Deby Bailey,</i> <i>Director Disbursements & Travel Services</i> <i>Diana Valle, Policy Writer & Web Coordinator</i>	Power Point will be posted to website
2:25 p.m.	<i>Facilities and Administration Report</i> <i>Janet Parker, Associate VP Financial Affairs</i> <i>Carol Hollingsworth, Director Grants & Contracts</i> <i>Financial Services</i>	Power Point will be posted to website
2:45 p.m.	<i>Risk Management</i> <i>John DeLaHunt,</i> <i>Risk Life Safety Manager</i>	PowerPoint will be posted to website
3:15 p.m.	<i>Enterprise Resource Planning Project Update</i> <i>Janet Parker, Associate VP Financial Affairs</i>	PowerPoint will be posted to website
3:30 p.m.	Future Meeting Agenda Items Wrap-up & Announcements	

Next Meeting: June, 17, 2009 at 2:00 in the BSE Building 2.102