AGENDA

- Marketing & Communications – Chris Handzlik
  - Cascade Management System Demo
  - Social Media Workgroup
    - Friday, February 1, 2013, 10:00am, Transportation Center, Lower Level Classroom

- Marketing & Communications – Rebecca Lindell
  - Workgroup for News/Communications
  - How can Rebecca be a resource?

- Finance – Ben Polancich & Katie Dallia
  - Audit Quick Guide
  - General Counsel – New guidelines on who can sign contracts

- Undergraduate Studies & Advising – Tessie Cachola
  - Next Undergraduate Meeting – Friday, January 18, 2013, 9:30am, Transportation Center, Lower Level Classroom
    - English, History, and Political Science to showcase departments

- Administration – Beth Clifford Smith
  - Continuing Lecturer Faculty Promotion Dossiers due February 4
  - Faculty Leaves for 2013-14 due March 1, 2013
    - Approval letters will now be sent via email (no hard copies sent)
  - Continuing Lecturer Faculty Reappointment Requests due May 7 (earlier for cases of visa renewals)
  - Staff New Hires and Open Positions

- Facilities – Brett Barnes
  - Key requests – make sure to submit both a Service Request and Authorization Form

- Weinberg IT – Chris Comerford
  - December Stats:
    - Opened requests:
    - Closed requests:
    - % of tickets were closed within five business days
    - % of tickets were closed within three business days

- Next Monthly Department/Program Rep Meeting – Friday, February 22, 2013, 9:30-10:30, 600 Foster Street, Lower Level Classroom