# Thursday, March 19, 2015 1:30 – 3:00 PM

#  GEB A304

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| **Topics** |  **Presenter(s)** |
| **CAMPUS Updates****HUMAN RESOURCES*** Employment Issues: Beyond Orientation
* Benefits Update: FML Reminders, Upcoming Insurance Changes (July 1, 2015)
* Training Reminder: [Women’s Month Panel Discussion](http://www.uthsc.edu/hr/documents/whet-march-2015.pdf) (March 25, 2015)
* Compensation Topic: [Performance Evaluations Due](http://www.uthsc.edu/hr/performance_evaluations.php) (March 31, 2015)
* [Recruitment Satisfaction & Feedback Survey](http://www.uthsc.edu/finance/documents/Business-Manager-Recruitment-Satisfaction.pdf) (for Business Managers) – *Please complete this form and bring with you to the meeting.*

**RESEARCH*** [Grant-Writing Seminar](http://www.uthsc.edu/finance/documents/faculty-senate-grant-writing-announcement.pdf)
* [New Subaward Forms](http://www.uthsc.edu/finance/documents/New-Subaward-Information-and-Tools-31315)
	+ [Subrecipient Commitment Form – Receivable](http://www.uthsc.edu/finance/documents/sub-commitment-form-receivable.pdf)
	+ [Subrecipient Commitment Form - Payable](http://www.uthsc.edu/finance/documents/uthsc-subrecipient-form-payable.pdf)

**SAFETY*** Scheduling of Lab Safety Training
* Lab Personnel Listing

**Finance Updates**Equipment Maintenance Management Program *(Specialty Underwriters)*[Medical License Renewals](http://www.uthsc.edu/finance/documents/MEDICAL-LICENSE.docx)[Entertainment Expenses](http://policy.tennessee.edu/fiscal_policy/fi0715/)[Professional Privilege Tax](http://www.uthsc.edu/finance/documents/PROFESSIONAL-PRIVILEGE-TAX.docx)NIH No-Cost ExtensionsProcurement Card Limit Changes ([Video](http://acctspayable.tennessee.edu) / [Handout](http://www.uthsc.edu/finance/documents/Record-Asset-PCard.docx))Payment of Sodexo InvoicesEquipment Inventory DeadlineProcurement Card Audits |  Chandra AlstonDebbie SmithBrian LemieuxNicole O’LearyMelanie BurlisonGerri BussellLinda CrouchTony Ferrara |
| *Additional Instructions: Handouts and agenda are available online through the Finance and Operations web page at* [*http://www.uthsc.edu/finance/business\_managers\_meetings.php*](http://www.uthsc.edu/finance/business_managers_meetings.php)*. The next Campus-Wide Business Managers meeting is scheduled to be held on May 21, 2015.*   |