# 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 Extensions  Procurement Card Limit Changes ([Video](http://acctspayable.tennessee.edu) / [Handout](http://www.uthsc.edu/finance/documents/Record-Asset-PCard.docx))  Payment of Sodexo Invoices  Equipment Inventory Deadline  Procurement Card Audits | Chandra Alston  Debbie Smith  Brian Lemieux  Nicole O’Leary  Melanie Burlison  Gerri Bussell  Linda Crouch  Tony 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.* | |