

# University of Houston Clear Lake

## Business Administrator Meeting Agenda

December 16, 2022

9:30 am

**Student Services Classroom Building, Room 2310**

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10 min – Deja: Meeting Opening and Guidelines

5 min – Planning & Budget Questions/Comments?

Agenda Items:

Robin Shannon: Announcement – Service Center Vouchers

Cindy Saltzman: Concur Travel Software overview and live Travel Card assignments.

- FMC
- Human Resources
- Police

### **Save the Dates - Schedule of Upcoming CBA & DBA Meetings**

- Friday, Jan. 13<sup>th</sup>, 10 am -11 am
- Friday, Feb. 10<sup>th</sup>, 10 am -11 am
- Friday, March 10<sup>th</sup>, 10 am-11 am
- Friday, April 14<sup>th</sup>, at 1:30-2:30 pm
- Friday, May 12<sup>th</sup>, at 1:30-2:30 pm
- Friday, June 9<sup>th</sup>, at 1:30-2:30 pm
- Friday, July 14<sup>th</sup>, 1:30 pm-2:30 pm
- Friday, August 11<sup>th</sup>, 1:30 pm-2:30 pm