

MEMORANDUM

Date: February 25, 2016
TO: Budget and Administrative Committee Members
FROM: Joseph Harrington, Chair
SUBJECT: **Budget and Administrative Meeting on March 2, 2016**

Meeting Date: Wednesday, March 2, 2016
Meeting Time: 2:00-3:00 p.m.
Meeting Location: Physical Sciences Building, room 445

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *February 17, 2016***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Departmental Staffing Model
 - Procedure for an External Complaint Against an Employee
6. **New Business**
 - Timesheet Processing in Human Resources
7. **Adjournment**