

Thursday, 9am – 10am, March 1 – Storer Auditorium

MBS Staff Administrative Meeting:

Welcome and new staff introductions – Rob Becht

Thank you for coming – thank you for all of your hard work.

Rob mentioned how positive school staff have been since his arrival and family atmosphere that exists. Rob explained the purpose of the meeting and how we will run them monthly during the academic year. This will be an excellent opportunity for sharing, transparency, and to highlight best practices and excellent work taking place across the school. We will also bring in speakers from across the University to add to what is being delivered.

David Gonzalez, Graduate Business Admissions Services Rep – started in early January

Douglas Kennedy, Undergraduate Advising – started 3 weeks ago

Budget/Finance update – Alvaro Tijerino, MBS Finance

- After starting the year with a planned deficit of \$4.3 million, the school is now coming into better shape this fiscal year given savings from reorganization as well as other savings. We were also fortunate to receive a one-time estate gift of \$1.4 million which helped our final budget results this year.
- Next year we are predicting an operating deficit of \$1.8 million. Given all the hard work and attention this year, we still need to be very cautious and cut expenses wherever possible
- Staff needs to continue to monitor accounts regularly
- Close open commitments that aren't necessary
- Avoid surprises, address commitments as early as possible

Dean's Office-Cecilia Sanchez

- Dean Quelch was asked, "What surprised you most when you came over to UM?" his response was dedication and work ethic of staff and faculty
- What has the Dean been up to?
 - Recruiting and building partnerships in China
 - Alumni and engagement in Ecuador and Panama
 - Building a Hemispheric Agenda with leaders in government and the private sector in Latin America and the Caribbean
 - Created Advisory Committee for Marketing and Finance Departments

IT update – David Chun, IT

- Embrace the Cloud
- Team is working on the IT Refresh Program, Steve will be scheduling
- FAQ is when is the best time to buy personal laptops and computers, Summer before school starts
- It is also recommended not to purchase the Iphone 10, wait until the next one comes out

Facilities/upcoming events – Blanca Ripoll, Facilities/Events

- Distinguished Lecture Series is open to the community; staff is welcomed and encouraged to attend
- Provide team with more lead time for onboarding needs of new faculty and staff (furniture, keys, access)
- Request for keys require more lead time
- For Office Access- call Kevin 786-626-6307 or Justin 305-725-4692 from 6:30am-6:30pm,afterhours UM PD 305-284-6666
- Report housekeeping issues to Kevin, Justin or School of Business Building Operations at buildingops@bus.miami.edu
- EMS application will replace the existing room reservation systems (merges 25Live, Workday, Outlook Calendars, etc.) rollout date is TBA
- Training for Active Shooter and Crime Prevention dates TBA in the near future

HR items – Gabrielle Chudnoff, HR

- Deadline for TALK submission is March 31st
- Vacation Balance Accrual Limitations; Forfeit
 - Exempt Employees
 - 0-2 years 80 hours
 - 2-10 years 120 hours
 - 10 + years 176 hours
 - Non-Exempt
 - 0-2 years 160 hours
 - 2-10 years 240 hours
 - 10 + years 320 hours

Best Practices – Faculty expenses reimbursements – Tesla Barrientos, Marketing Jessica Bien-Aime and Christine Cabassi

- See hand out attached

The Staff Advisory Committee (SAC) – introductions

Aurora Goiccochea, Graduate Business Admissions
Valeriya Gorelova, IT
Teresa Brown, Ziff Graduate Career Services
Tesla Barrientos, Marketing
Christy Varona, Economics
Evaline Fornino, Business Technology
John Ness, Undergraduate Advising
Justin Gutierrez, Facilities
Ashley Price, Alumni Relations/Development

Open Forum – Q & A