

Agenda

Welcome - Rob Becht and Ice Breaker

- Attendees were encouraged to introduce themselves to others sitting at different tables and interact with MBA staff outside of their silos.
- New staff members introduced:
 - Margie Cruz-Hassan, Program Coordinator for Undergraduate Business
 - Joanna Mejia, Program Coordinator for Undergraduate Business
 - Scott Westphal, Assistant Director of Admissions

HR update – Gabrielle Chudnoff

- Flex Summer Program – under University leadership – no specific details at the moment
- ULearn – take an opportunity to explore expanded offerings including Live modules
- Reminder regarding any requests for a new employee or temporary employee – please ensure are having a preliminary conversation with Rob Becht and Gabrielle Chudnoff
- Workday – manager self-service tool – staff is encouraged to contact Workday directly to trouble shoot any concerns. Phone: 305-284-8854 Email: workday@miami.edu
- TALK reminder – performance period ends May 31, 2018 – all TALKS should be completed and submitted as soon as possible.

Financial update – Christine Cabassi

Fiscal Year end is approaching and it is that time of year to close out Open Commitments, ensure all vendors are paid, and ensure that your accounts are capturing all the expenses related to this fiscal year. The activity in your account is being used to prepare Financial Reports that are being shared with Senior Leadership, it is imperative that all expenses are captured on a timely basis. If you would like to run the Open PO report in Workday, search for FIN-P2P-POs with Open Encumbrances by Organization. If you cannot run the report, please contact the budget office for assistance. Alvaro x2149 and Christine x3381.

IT update – David Chun

Alex Lal made a short presentation on Box and saving documents on the Cloud. Cloud storage is available to everyone and is capable of restoring older versions. Check with IT Support for more details. Keep eye out for notice in the mail about recent security hacks on your account; you must sign up to activate credit protection (often free).

Facilities/Upcoming Events – Blanca Ripoll

Updates on Upcoming Events and Summer projects; Maria informed staff of procedure for obtaining goods from the events office as required by the budget office.

Staff Advisory Council (SAC) update – Aurora Goicochea

The Miami Business School has selected the following individuals to be part of the Staff Advisory Committee.

- Tesla Barrientos
- Linda Brown
- Evaline Fornino
- Aurora Goicochea
- Valeriya Gorelova
- Justin Gutierrez
- Douglas Kennedy
- Ashley Price
- Christy Varona

The goal of the committee is to provide networking among colleagues and share resources. This summer the committee is setting the foundation by creating a website, which will include contact information, mission statement, by-laws, and upcoming events. In addition, the committee will be planning an employee workshop for the Fall and Spring.

This is Graduate Business Programs - Lori Pryor

Lori Pryor, Director of Graduate Business Program Administration, provided an overview of what her team 'does for a living'. The team oversees all graduate business student orientations (15), student registration, and graduations for a total of 26 different master's program and/or tracks. The success of what they do involves many players within the MBS and as well outside constituencies as related to course scheduling, assignment of classrooms, reviewing student's academic progress, coordination and review of faculty evaluations, maintenance of fourteen individual program budgets, serve on several committees (curriculum and staff), and work with the CIBER office in planning our spring student trips. This is what they plan for – things happen they don't plan for – as an example, Hurricane IRMA, faculty/student disputes, student mental breakdowns, just to name a few. Lori thanked all for their support – knowing her team couldn't be successful without the support of the faculty and staff of the MBS.

Open Forum – Q&A