**Academic Affairs**

**Business Operations
“AABO” Meeting**

**Friday, March 15, 2019**

**KELL 5400: Reading Room**

**8:30 Coffee & lite breakfast**

**9:00 Welcome Maria Rasimas**

**9:15 Opening Remarks Vice Provost Kamel Haddad**

**PRESENTERS**

**9:30 Academic Scheduling Updates Sally Serrin Melena**

**10:00 Faculty Affairs Hiring Guidelines Deirdre Lowell-Caldera**

**10:30 BREAK - 15 minutes**

**10:45 Transmittal Form Spotlight Pia Bombardier**

**11:00 Hospitality Veronica Roman & David Taylor**

**11:30 Closing Remarks Maria Rasimas**

**The PAR website includes all Academic Affairs guidelines, links and forms for Travel, Hospitality, Budget Resources & Training and Onboarding Resources**

<https://www.csusm.edu/par/resource_operations/index.html>

Questions? Contact Maria Rasimas at x4059 or mrasimas@csusm.edu