## College/Division Administrator Meeting Room 302, Melcher Hall November 8<sup>th</sup>, 2018 - 9 AM to 11 AM

## Agenda

Allyson McDonald, Risk Management and Insurance Specialist Wayne Brown, Director Risk Management

• Activities that requires Risk Management review

Peggy Levy, Policies and Procedures Coordinator

• Policy Update Process

Bill Schaub General Manager, Barnes and Noble

- Textbook adoption
- First Day Access

Karin Livingston, AVP for Finance & Controller

- SAM 03.A.01 reminder
- State P Card Program

Other items from the group