1. *“hat yo*irs – Shawanda Daniel, Program Manager, Assessment & Analysis

* Owl Life

1. Budget Updates – Business Operations

* Enter detailed justifications on your purchase requests.
* Reallocations happening in January – Must be 50% spent by end of December.
* If awarded OTF (one-time funding) by Budget Office – Submit requisitions ASAP.

1. Thanksgiving & Winter Holiday Gatherings – Dean’s Office

* Survey results
* Office coverage

1. FYIs from the Dean’s Office –

* Office security protocol
* Lessons in Leadership “Dr. James Mercy” [November 9@1:30pm]
* UnCANny Creations [November 7 – last day to donate]

1. Miscellaneous

* Staff Senate Meeting - November 13 [10-12pm Marietta Campus Johnson Library Room C135 & Teams]

<https://staffsenate.kennesaw.edu/>

* Staff Association meeting, December 5 - 9am