*“What you do has far greater impact than what you say.” Stephen Covey*

1. Welcome – Jordan Jackson
2. Budget Updates – Business Operations
3. Staff Senate Updates – Susanne Rothery
4. Emergency Preparedness/Crisis Coordinators – Jordan Jackson
5. Miscellaneous

* Admin Best Practices (tips, helpful hints, ideas)
* Administrative Professionals Day (April 24)

1. Reminders

* Staff Senate Meeting - February 12 [10-12pm online only Teams]

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

* Next Staff Association meeting, March 5 - 9am \*SO4060 (room change)