

**College/Division Administrator Meeting
Via Zoom
Thursday February 13, 2025 - 9 AM to 11 AM**

Agenda

Office of Administration Service Updates - Esmeralda Valdez, Executive Director, University Services, Deborah Huebler, Executive Director, Auxiliary Services, Neil Hart, Asst VP, Parking & Transportation Services

- Administration office service updates

Credit Card Conversion Updates – Louis Edwards, Treasurer, Mary Mbeche, Asst. Treasurer

- Credit Card conversion updates

Payroll-Tax Updates – Kimberly Robinson, Asst. Controller Payroll-Tax Compliance

- Tax forms and how to get a copy of W-2; 1099, 1098T, 1042-S, 1095-C
- Paper check reduction (W-2 Consent for electronic delivery)
- Other paid leave compliance

Other items from the group