



Business Operations Meeting

Wednesday, January 10, 2024

11:00 AM – 12:00 PM

Location: Building 8, Room 119

ZOOM Meeting link: <https://smccd.zoom.us/j/89733400360?from=addon>

Item #	Item	Lead (s)	Time	Action
1.	Welcome and Introductions	Ludmila Prisecar	10 minute	Information
2.	Purpose of this meeting and upcoming meetings https://canadacollege.edu/adminservices/trainings.php	Ludmila Prisecar	5 minutes	Information
3.	Invoice Training: How to process an invoice for payment	Ludmila Prisecar	20 minutes	Information
4.	Questions and Answers	All	10 minutes	
5.	Round table	All	15 minutes	Feedback Discussion Information