



MEETING AGENDA

Meeting Title: FAS Administrators' Town Hall

Date/Time: Sept 29, 2022 / 2:00 – 4:00 p.m.

Location: Zoom

Intended Audience: Department and Financial Administrators

TOPIC	PRESENTER
Welcome	Scott Jordan
A Conversation with Dean Gay	Scott Jordan
Financial Updates	Jay Herlihy
HR <ul style="list-style-type: none">• PReP Process• Final Paycheck Process Flow• Open Enrollment period• FAS New Hire Handbook	Tiffany Jadotte, Jeanette Sanchez Kamieneski
Conduct and Equity Engagement Work Overview	Kwok Yu, Seth Avakian, Danielle Farrell
Administrative Operations Initiatives	Mary Ann Bradley, Stephanie Nasson
Closing Remarks	Scott Jordan

- Materials online post-meeting at: <https://adminops.fas.harvard.edu/ath-meeting-materials>