Vacancy Review
Given the upcoming holidays and winter season days, the FINAL Vacancy Review meeting of 2014 will be held on Thursday, December 18, 2014.

Alcohol Purchasing Policy
Please remember that Deans must receive proper approval for alcohol purchases. Deans now may purchase alcohol via their P-Card, but there still should be documented, appropriate approval to accompany those receipts. Every alcohol expense must be charge to discretionary gift or expendable endowment funds. Here is the [policy](#) effective 6/1/2014.

Minimum Wage Increase
Please be aware that Minimum Wage for the State of Ohio is increasing to **$8.10 per hour effective 1/1/2015**. To insure compliance, please make sure that all new-hires hired on or after January 1, 2015 meet or exceed this starting rate.

Bundled Rate – New Headcount
The UCIT Bundled Rate yearly headcount from November has been uploaded and refreshed. Please take a moment to review your budget lines and load any budget changes and/or additions needed for your employees. The **DEADLINE** for account changes and additions is **Wednesday, December 24, 2014**. November and December will be billed at the end of December. If you have any questions or need additional assistance please contact Christa Eitel. Bundled Rate Link: [https://webcentral.uc.edu/bundledservices/home.aspx](https://webcentral.uc.edu/bundledservices/home.aspx)

Winter Season Days – Reminder
In April 2014, UC's Board of Trustees amended University Rule 3361: 30-31-07 to establish a period of Winter Season Days to allow the university's campuses to close on the days not currently established as holidays generally between December 25 and January 1. The revised rule is effective as of December 24, 2014. Based around the holiday calendar, the 2014-2015 season days will be December 29, 30 and 31, 2014, and January 2, 2015, as outlined in the calendar below. **The university will re-open for normal operations Monday, January 5, 2015.** Please visit this website for more information: [http://www.uc.edu/hr/winter-season-days.html](http://www.uc.edu/hr/winter-season-days.html).

A113 Reminder
All Travel Expense Requests (A113 forms) need to be signed by the traveler’s supervisor in order to be reimbursed.

Institutional Research Director Finalists- Business Administrator sessions
You are invited to meet with each candidate during the following times and dates:

- 12/11 2:00-2:45   411 Teachers College   Erin Milligan-Nguyen
- 12/17 1:30-2:15   411 Teachers College   Susana Luzuriaga
- 12/18 11:00-11:45 411 Teachers College   Neal Stark

Next BA Meeting
The next Business Administrator’s meeting will be on Tuesday, January 27th 8:30-10:00am in 407 Teachers College.

Next Board of Trustees Meeting
The next meeting will be on Tuesday, December 16th at 8:00am at the Russell C. Meyers Alumni Center.

HAPPY HOLIDAYS!!!