

Administrative Review Agenda

Wednesday, September 5, 2012

Fenno House, 1st Floor Conference Room
Quissett Campus

Time	Agenda Item	Presenter(s)
8:00	Shuttle pick up from hotel – transport to WHOI Quissett Campus – Continental breakfast provided	Admin. Review Panel
8:30	Welcome; Brief Overview of CINAR	Don Anderson, CINAR Director
8:45	Introduction to WHOI Research Administration	Jeffrey Fernandez, Vice President of Finance and CFO
9:00	CINAR Administrative Overview	Judy Kleindinst, CINAR Administrator
9:30	Audit/Financial Reporting	Laurie Murphy, Director, Treasury Operations
10:15	Inventory and Property Management demonstration	Penny Hilliard, Property Administrator
10:30	Break	
11:00	Roundtable discussion with WHOI Administrative Managers – Follow-up to the Review Questions	WHOI Administrative Managers (see attached list)
12:00	Lunch	Above managers, CFO, CINAR staff
1:00	Teleconference with Partner Administrative Representatives	Consortium Partners Administrative Managers (see attached list)
2:00	Admin. Review panel closed session	
3:30	Feedback to CINAR	Admin. Rev. Panel
4:30	Adjourn – transport back to hotel, etc.	

Administrative Participants:

WHOI Managers attending:

Tina Betti, Director, Human Resources
Olga Carr, Manager of Grants and Contracts, (AOR)
Linda Church, Accountant
Jeffrey Fernandez, Vice President of Finance and CFO
Dennis Fox, Director of Procurement
Penny Hilliard, Property Administrator
Laurence Madin, Executive Vice President & Director of Research
Laurie Murphy, Director, Treasury Operations
Michael Pinnetti, Accounts Receivable Manager
Wallace Stark, Contracts and Licensing Specialist
Dave Stephens, Director of Grants & Contracts Services and Large Project Support
Dan Stuermer, Director of the Office of Applied Oceanography

CINAR Consortium Partner Administrative Managers participating via conference call:

GMRI:

Margaret Williams, Director of Finance and Administration
Janet Underhill, Grants and Management Accountant

Rutgers University:

Michele Conlin, Assistant Controller
Charlene Glascock, Associate Director, Institute of Marine and Coastal Sciences

UMaine:

Michael Hastings, Director, Office of Research and Sponsored Programs

UMCES

Ruth Tallman, Director, Office of Research Administration and Advancement