

University of the Pacific
Business Managers' Meeting Minutes
November 11, 2009, 2:00-3:30 p.m.

Present: Valerie Andeola, Karen Bravo, Deborah Burdick, B. Canales-Alvarado, Robyn F. Cheshire, Kim Cose, Blake Crary, Dinelle Davis, Sandy Miller, Pat Eckert, Audrey George, Kitty Gilbert, Peggy Hawbaker, Sherry Haley, Gayle Jackson, Tara Juano, Bernie Kramer, Todd Kucker, Jen Maroney, Ronda Marr, Suzy Martegani, Cathy Martinez, Sean McNally, Fidelma O'Neill, Norma Peterson, Rena Quilenderino, Jennifer Ramirez, Shelby Slaughaupt, Lori Slawson and Der Yang.

Audrey George welcomed everyone to the meeting. Desiree Maldonado, Buyer, Purchasing Department and Gayle Jackson, Educational Resource Center, are the newest staff members to join the University community.

Innovation Grant Fund:

Dr. Rob Brodnick shared information regarding the Innovation Grant Fund program. This fund is available to full-time members of the Pacific community – faculty, staff and students. The goal is to create change that has a positive effect on student learning, service, or organizational performance.

Dr. Brodnick explained innovation is the introduction of a new idea or using something in a new way; the idea must also be put into practice, which creates change that has value. The purpose of the Grant Fund is to inspire great ideas that help Pacific and most of all of our students. With \$50,000 of yearly funding, the Innovation Grant Fund offers one-time grants of \$2,000 to \$10,000 to support innovation in all divisions on all three campuses.

A new addition this year, grant awardees will receive a \$500 honorarium in addition to the project funds. Up to \$1000 in honoraria can be applied to each project. If more than two individuals collaborate on the project, the \$ funds will be equally shared.

Dr. Brodnick reminded the group of the Innovation Learning Community 2009-2010 meeting schedule and the importance of these meetings to submit a proposal. "Proposal Writing Workshop" is scheduled for November 13, 12 p.m. – 1:30 p.m. Library Community Room.

Page two

Audrey stated this is a worthwhile cause and suggested Business Managers share this information with staff. The link to the Innovation Grant page is <http://web.pacific.edu/x26082.xml>. The full document is <http://web.pacific.edu/Documents/provost/pacificlGF2010.pdf>. The Innovation Grant Fund web page link will be forwarded to the Business Managers listserv.

November National Career Month:

Kim Cose shared information about Staff Career Development Expo scheduled November 17 and 18 in the DeRosa University Center Ballroom. President Eibeck will share her career path and how she handled work/life balance on Tuesday, November 17, 10 a.m. – 11 a.m. At 1 p.m. a panel of Pacific staff will share how they've grown in their careers. At 2:30 p.m. staff who took the Myers Briggs Assessment will discover their temperament and learn how to put that knowledge to work. On Wednesday, November 18 Career Development Dialogue at 10 a.m. and Discovering Your Strengths & Speed Networking at 12:00 p.m. This is a great opportunity to learn about career development so don't miss out!

Advanced Procard Training:

Shelby Slaughaupt, Sr. Buyer, provided information about the need to create advanced Procard training sessions that will be interactive and tailored specifically to department needs to manage Procard activity more efficiently. Shelby stated the Procard program has increased tremendously over the past couple of years. Purchasing acknowledges the impact this has on the department work load. The proposed sessions are based upon tools and resources currently available to Reconciler's or Business Manager's. The goal of the Purchasing Department is to help create a resource where Procard transaction data could be merged with Banner Budget Queries to allow for streamlined management of all data.

Shelby stated department contributions are instrumental to continue the success of the Procard program at Pacific. An email will be sent this week containing a link to their online survey. It should take no more than 3-5 minutes based on individual responses. Shelby will be coordinating the upcoming training program with Kim Cose, Training Coordinator.

Page three

Audit Status:

Audrey George shared the year-end audit was completed in October and presented to the Board. There were no findings in the audit. Audrey thanked everyone for their help during audit time. The Financial Statements is located on the University website.

Audrey stated the Controller's Office is working on the A133, NCAA and Grant audits with KPMG. Reports will be presented to the Board in January 2010.

Audrey informed the group Deborah Denney presented to the Council of Deans, San Francisco and Sacramento campuses the new changes to the 990 Tax Return. The latest 990 Tax Return report is located in the University website.

Audrey informed the group of the high volume of reimbursements in Accounts Payable to be processed. The turn around time to process is 10 business days, excluding holidays. If there is a rush reimbursement, hand carry to A/P and hand to someone. Do not place in A/P IN Box. Audrey reminded everyone original receipts must be attached to the reimbursement form. If your reimbursement relates to travel, then list the participants, purpose of trip and date of travel. It is important to have this information in order to process the request timely.

Audrey explained the revised Signature Form has not been approved and to continue using the existing form when updating information. For those departments who have not updated their Signature Form by December 1, requests for A/P payments will be returned to departments until an updated Signature Form has been received.

Audrey reminded the group Banner 8.X upgrade preparations are going well and as planned. The conversion is targeted to begin on November 20. In order to facilitate the processes required to perform the upgrade, the University Cabinet approved the shutdown of Banner from the close of business, 5:30 p.m. November 20, through Sunday, November 29. During this shutdown, no one will have access to the production Banner processes. InsidePacific will be available without Banner.

Page four

Suzy Martegani, Advancement reminded the group gift monies must be turned in as soon as possible by Friday, 11/13 in order to allow processing time before Banner goes down on 11/20.

Tara Juano reminded the group December timesheets are due on December 15 and December 23 by 9:30 a.m. Should you have questions or concerns contact Payroll.

**Next Meeting scheduled for Wednesday, December 9, 2009,
2:00 p.m., Library Community Room**