

**University of the Pacific**  
**Business Managers' Meeting Minutes**  
**August 12, 2009, 2:00-3:30 p.m.**

**Present:** Ana Argueta, Marylou Bagus, Karen Bravo, Deborah Burdick, B. Canales-Alvarado, Eric Carle, Joanne Carvana, Robyn F. Cheshire, Kim Cose, Blake Crary, Mike Dalgety, Carrie Darnall, Dinelle Davis, Deborah Denney, Patti Dreher, Christine Hammerberg, Audrey George, Kitty Gilbert, Tara Hungerford, Tara Juano, Sara Kleinert, Bernie Kramer, Jane Lewis, Jennifer Maroney, Suzy Martegani, Sean McNally, Pa Moua, Fidelma O'Neill, Rena Quilenderino, Jennifer Ramirez, Winnie Rivinius and Jan Wammack

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Deborah Denney welcomed the group to the meeting and the Business Managers introduced themselves to the group. Deborah thanked everyone for their hard work and for a successful year-end closing. Eric Carle, University Budget Manager was introduced.

***Banner 8 Training:***

Kim Cose shared with the group there will be no Banner 8 training. There are no major changes to Banner 8. Kim explained job aides are being developed and tested for various modules. Audrey George explained most Banner forms will remain the same. The go live date will be the week of Thanksgiving starting the weekend 11/21/09.

***Audit Update:***

Deborah informed the group of the following:

- External financial statement audit begins August 24 with KPMG.
- A-133 audit and NCAA review - late October or early November.
- Grant specific audits August - November.
- Special events accounting and how it relates to 990 reporting.
- Policies and procedures are being updated.
- Personal cell phones used for business will not be taxed by IRS.
- Purchasing will send out information regarding new negotiated rates for bottle water contracts.
- DHHS Indirect Cost rate was negotiated for two years at 58% of salary wages.

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Tara Juano, Payroll Manager informed the group Career Resource Center, Payroll and Human Services will be scheduling 1 hr. training session for supervisors. Employee Authorization forms and timesheets will be some of the items discussed. Training dates and times will be determined.

Audrey reminded the group of the following:

- Procard should not be used for personal expenses. Personal expenses should be kept separate and not filtered through the University.
- Signature Authorization form is being updated and will be posted on the website in a few weeks. An original form must be submitted each time when updating signature information and at minimum each fall semester. Forms are due to A/P by the end of September.
- Updated Account Code Listing will be posted on the website next week. If you have questions, call Accounts Payable for assistance.

*News and View; Tips and Tricks:*

- Document retention training was requested as a possible Business Manager topic.
- Employment Authorization (EA) automation to be discussed at a future meeting.

*Future Agenda Items:*

- JP Morgan Reports and Procard Reporting
- Managing Email and Other Distractions
- Key implications of the new 990 for Business Managers

*Adjournment: Next meeting scheduled for September 9, 2009, at 2:00 p.m.,  
Library Community Room*

