

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

**Present:** Valerie Andeola, Ana Argueta, Betty Bedolla, Karen Bravo, Deborah Burdick, Eric Carle, Joanne Carvana, Robyn F. Cheshire, Blake Crary, Mike Dalgety, Carrie Darnall, Dinelle Davis, Lourena Deggins, Sally DeLorenzo, Janet Dentoni, Christine Hammerberg, Kitty Gilbert, Jaci Griffen, Peggy Hawbaker, Sherry Haley, Cindi Hughes, Tara Juano, Jennifer Maroney, Ronda Marr, Cathy Martinez, Sean McNally, Pa Moua, Bob Murta, Fidelma O'Neill, Norma Peterson, Rena Quilenderino, Lynnette Robinson, Lori Slawson and Jan Wammack

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Tara Juano welcomed the group to the meeting and informed everyone that Deborah Denney is working on the audit and will not be chairing today's meeting.

Ronda Marr reminded the group to please check student addresses before submitting a claim for reimbursement.

***Budget:***

Eric shared with the group the following:

- Introduced Mamoon (Matt) Nassiry newest member to join the Budget Department team.
- Budget training schedule for the fall was distributed. Registration can be done online.
- Budget Department FY 10 Unit Assignment was distributed. Eric shared with the group if they have any questions, please call the perspective analyst.

***OIT:***

Faye Snowden explained the Department Contact List and how it is used in Telecommunications. The Contact List will have the names or TSP for the department who is authorized to order services charged to a department. Should you have any questions, contact your department TSP or Help Desk.

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Faye reminded everyone to make sure you understand who is authorized to make these purchase in your department.

Faye stated telephone bills can be viewed via Pinnacle in InsidePacific. Faye is looking into another telephone product and putting together a RFP in the next 3-4 months. Please send Faye your comments you feel would be useful for a new system.

***Housing & Greek Life:***

Sean McNally informed the group that Bon Appetit recently was audited. Sean stated sales tax will now be charged in The Grove for non-food items and carbonated drinks. If you have any questions, please call Sia Mohsenzadegan or Steve Jacobson.

***990 Income Tax Reporting:***

Betty Bedolla informed everyone that a new requirement for the FY09 Income Tax schedule will be the reporting payments to foreign entities. Therefore, to advise the Controller's Office of any International activity being conducted in their respective departments.

***Petty Cash and Change Fund:***

Betty Bedolla explained Financial Reporting will be conducting random cash counts, therefore, if you are custodian of any petty cash or change fund, you will be contacted the morning when the cash count will take place.

***Adjournment: Next meeting scheduled for November 11, at 2:00 p.m., Library Community Room***