

MINUTES
BUSINESS MANAGERS MEETING
April 9, 2008

Present: Mike Acosta, Valerie Andeola, Ana Argueta, Karen Bravo, Deborah Burdick, Elizabeth Carranza, Shannon Chi, Marna Cooper, Patrice Coss, Sally DeLorenzo, Patti Dreher, Peggy Hawbaker, Tara Juano, Bernie Kramer, Todd Kucker, Jane Lewis, Jennifer Maroney, Suzy Martegani, Heather McAvoy-Jensen, Elizabeth Mehl, Liz Miller, Matt Olson, Rena Quilenderino, Donna Rawhouser, Lynnette Robinson, Kellie Silva, Jeanne Swift, Jan Wammack, and Der Yang

Tara Juano welcomed everyone to the meeting.

What's on your mind?

There were no items discussed.

Human Resources Department:

- Patrice Coss shared information with the group regarding the Independent Contractor Flow Chart. The Independent Contractor Flow Chart and Independent Contractor Agreement forms are available on the Human Resources website. Patrice stated the Independent Contractor Agreement should be brought to Human Resources to be signed off before forwarding to Purchasing. As a reminder, departments must submit a new agreement every year on July 1 for each index code. If anyone has any questions or concerns, please call or email Patrice.
- Jane Lewis informed the group the memo for the Pacific Retirement Plan Amendment Effective April 1, 2008, will be sent out by April 10th. To become eligible to participate in the retirement plan you must be age 26 and satisfy a year of service with the University. Shannon Chi, Sponsored Programs, recommends that new grants should budget 17.65% for temp positions instead of the previous 7.65%. Contact Debbie Beitz in Human Resources Department if you have any questions.
- Jane thanked everyone who participated in the Wellness launch. Jane shared with the group there will be a follow-up launch on April 21st. A flyer of additional dates will be sent out shortly.
- Jane reminded everyone summer hours start May 19th.

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- Pacific Child Care Resources is hosting an open house today, April 9 from 4-6 p.m. at the Benerd School of Education.
- The 25 Year Club name was changed to the Silver Tigers Club. A dinner is being planned for May 8 for staff and faculty members.
- Jane Lewis announced to the group that Deborah Denney was hired as the new Controller for the Business & Finance Department and will start in mid-May.

University Budget Department:

- Marna Cooper shared with the group there is no significant impact on a department budget for the Pacific Wellness Program. The total cost of the program is approximately \$70,000 per year or about \$40,000 for Stockton campus. Shannon Chi stated there is no impact on grants.
- Marna talked about the Reserve Fund deadline. June 15 is the deadline for GBUD01 budget transfers.
- Marna distributed work study balance reports after the meeting.
- Marna informed the group that Jonallie Parra sending out the call for FY09 restricted and designated fund budgets. She will also arrange a meeting to discuss changes to the budgeting of restricted/designated funds in FY09.

Housing and Greek Life:

Matt Olson informed the group the memo regarding Catering Requirements for University Departments was sent to all three campuses. The memo is only available on the website through E-News.

Payroll:

Tara Juano shared with the group Employee Self Service information is available on the Pacific website under Human Resources or Payroll link. Jane Lewis reinforced security precautions and stated staff should not share their password and suggested not to open other web browsers when using the employee link for security safety.

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Controllers Office:

- Tara informed the group the 2008 Year End Memo was distributed to all three campuses and submitted to E-News and will be published in the Campus Bulletin. The memo is available on the Pacific website under the Controllers Office.
- The group discussed the internal upload dates. Tara and Betty will discuss these dates with Audrey George.
- Kellie Silva reminded everyone Procard will be due on July 3rd. If you are having trouble printing the JP Morgan Chase Commercial Card Statement, run a screen print of the JP Morgan Chase Electronic Statement.
- Kellie recommended departments run their open purchase order report and review their orders to prepare for year end. Kellie reminded everyone that all blanket orders must be closed by the end of June. If anyone has any questions or concerns, call or email Kellie.
- Donna Rawhouser informed the group of the mileage rate increase of 50.5 cents per mile effective on March 19, 2008.

Meeting adjourned....Next meeting scheduled for May 14, 2008, at 2 p.m., in the Library Community Room.

Respectfully submitted,

Rena Quilenderino
Administrative Support Specialist to the
Assistant Vice President / Controller
Business & Finance