

MINUTES
BUSINESS MANAGERS MEETING
June 11, 2008

Present: Mike Acosta, Valerie Andeola, Ana Argueta, Tamara Beaubien, Cathy Bialek, Karen Bravo, Deborah Burdick, Joanne Carvana, Marna Cooper, Dinelle Davis, Lourena Deggins, Deborah Denney, Janet Dentoni, Patti Dreher, Audrey George, Peggy Hawbaker, Tara Juano, Bernie Kramer, Jane Lewis, Penny Mak, Jol Manilay, Jessica Martinez, Patty Metzger, Heather McAvoy-Jensen, Matt Olson, Norma Peterson, Winnie Rivinius, Lynnette Robinson, Lori Slawson, Cheryl Sloup, Jeanne Swift, and Der Yang

Deborah Denney welcomed everyone to the meeting.

OIT

Rod Cook, IT Security Officer spoke regarding what information security means to us. Emphasized it's everybody's responsibility to ensure security of transmitted items, whether you are sending or receiving. We all need to be very aware of the sometimes confidential and sensitive items being transmitted. OIT is currently running testing on a new software program called Identity Finder. This program reviews files for identifying numbers such as social security numbers and driver's license numbers. Contact your TSP for testing of your computer documents.

When sending confidential information we need to take steps to ensure the security of documents/files sent to third parties. Breach of security by the recipient is still our responsibility.

Rod stated the number of copyright notices received by OIT are on the rise. OIT must address each notice which can be time consuming. Be very careful not to infringe on copyright laws when downloading files and/or documents.

OIT is working on publishing security standards. Possible future connection on Inside Pacific will have tools, tips and virus warnings. The following are a few tips OIT offered to ensure security of information:

- A. Lock computer when leaving for any period of time.
- B. Password protect your cell phones.
- C. Screen saver time outs.
- D. Protecting the physical security of servers (behind locked doors)
- E. Anti-virus protection updates.
- F. When reading an email which contains an unsolicited link to a website, do not click on the link. If it is a link you must use, open it directly from the internet, not from the email link.

G. Contact your TSP for any abnormal/unusual functions and warnings.

Payroll issues

Jol Manilay and Tara Juano addressed the causes for the recent mix up with payroll. It was a Bank error, not the Payroll Department. Payroll and the Bank are working to place more controls on the system to avoid this happening again. Tara stated that direct deposit was still the most efficient way to go.

Fiscal Year End Reminders

Audrey George reminded everybody that Procard statements need to be monitored weekly this month because of the end of the fiscal year. Do not wait until the end of the month to reconcile. Try not to use the Procard the last week of June. Procards statements are due 7/3/08. If electronic statements are not available, use the print screen function to produce a statement in it's place.

Year End Budget Processing and NSF's

Marna Cooper stated that although the amount of NSF's has been reduced from prior years, the number is still too high. Be sure to get your budget transfers for FY08 in before the deadline.

Thank You

Audrey George expressed appreciation for the Equipment Custodians for getting the necessary information for year end to Heather Bishop. She also expressed appreciation for the grant data information which was provided to Shannon Chi.

What's on your mind?

Matt Olson from Housing and Greek Life spoke about the slowness of billings coming from Bon Appetit. This has been addressed and may have been caused by the number of functions related to commencement.

Deb Burdick stated that she has been experiencing difficulties with the Telecom posting being completed in a timely manner and also addressed some open items with service requisitions.

Marna Cooper asked if there were any issues with the Wellness Program to which nobody replied with any.

Page three
June 11, 2008

Meeting adjourned....Next meeting scheduled for August 13, 2008, at 2 p.m., in the Library Community Room.

Respectfully submitted,

Patty Metzger
Administrative Coordinator
Business & Finance