

**Minutes**  
**Business Managers Meeting**  
**October 11, 2006**

Present: Adriana Alicea, Mike Acosta, Valerie Andeola, Cathy Bialek, Heather Bishop, Deborah Burdick, Joanne Carvana, Kathy Cruz Rodriguez, Carrie Darnall, Dinelle Davis, Rebecca Davis, Sally DeLorenzo, Janet Dentoni, Carole Dominguez, Audrey George, Kitty Gilbert, Peggy Hawbaker, Tara Hungerford, Tara Juano, Debbie Kallman, Sara Kleinert, Bernie Kramer, Jane Lewis, Derrick Magee, Ronda Marr, Cathy Martinez, B.J Mooney, Jennifer Ramirez, Winnie Rivinius, Lynnette Luke-Robinson, Silvea Rodriguez, Jan Wammack, Pamela Woodruff, Kristen Sasaki, Der Yang

**What on your mind**

Audrey George announced that the Financial Reporting Department recently had two staff members transfer to other departments. Lynnette Luke-Robinson has transferred to the Cowell Wellness Center, and Christine Fisher has transferred to Athletics. Financial Reporting has filled both positions. Carole Dominguez has been promoted and is now working in Financial Reporting along with Adriana Alicea who is a new hire.

**Controller's Office**

Debbie Kallman discussed Student Employee Authorizations. Employees are not allowed to start working until all paper-work is finalized. Students are coming into the Payroll Department looking for their payroll checks and they will not have a check if authorizations are not complete. Payroll had to cut 255 manual checks last pay period due to incomplete employee authorizations. It will alleviate the problem if the paper work is completed by each department in a timely manner.

Bernie Kramer suggested using a check system to track authorizations when sending them to other departments, because authorizations can get lost in the process. Jonallie Parra informed the group that the Budget Office logs employee authorizations but is not able to log each student/temp casual authorization. The group discussed some options that could possibly help track the authorizations. Jonallie noted you must ensure that you have the budget before you send in the authorization. If there are not enough funds in the budget it will hold up the process.

Debbie discussed outside events in University facilities. It is acceptable to have an outside event in University facilities. The University should schedule events through conference services, catering, physical plant, etc. to set up the event. Outside catering is not permitted on University facilities without prior approval by Bon Appetit; The terms of Bon Appetit's contract with the University is that they have first right of refusal for all catered events. Contact Bon Appetit or Student Life (Steve Jacobsen or Matt Olson) for more information related to Bon Appetit services.

Debbie informed the group that Jason Velo from Conference Services will be invited to a future Business Managers meeting to discuss scheduling procedures.

**Payroll Office**

Tara Juano handed out a sample of the new check stub format, and sample W-2. On the new check stub everything will match the W-2's. Per IRS Federal and State law, social security numbers will no longer appear on the check stub. Pretax and after tax amounts will be shown individually. All benefits will also show on the stub. The Payroll Department will send out a more detailed sample W-2 to compare to the check stub.

**Miscellaneous**

Jane Lewis informed the group that minimum wage will go up to \$7.50 an hour effective January 1, 2007. Human Resources will automatically bring up all minimum wage salaries. Effective January 2008 minimum wage will go up to \$8.00 an hour. Departments will need to insure they have adequate budget to meet these increases.

Debbie informed the group to email Valerie Andeola with any issues or announcements to discuss at any upcoming Business Managers meetings.

Adjournment... next meeting November 8, 2006 2:00 pm in the Library Community Room.