

**MINUTES**  
**BUSINESS MANAGERS MEETING**  
**December 10, 2008**

**Present:** *Karen Bravo, Deborah Burdick, Joanne Carvona, Dinelle Davis, Sally DeLorenzo, Janet Detoni, Patti Dreher, Pat Eckert, Christine Fisher Hammerberg, Kitty Gilbert, Peggy Hawbaker, Sherry Haley, Tara Juano, Todd Kucker, Jennifer Maroney, Ronda Marr, Suzy Martegani, Cathy Martinez, Jessica Martinez, Patricia Metzger, Melissa Morin, Pa Moua, Matt Olson, Jill Perrapato, Norma Peterson, Rena Quilenderino, Jennifer Ramirez, Barbara Robinson, Lynnette Robinson, Lori Slawson, Cheryl Sloup and Jan Wammack*

Deborah Denney welcomed the group and wished everyone a wonderful holiday season and enjoyment of the holiday treats provided.

**HorizonCare Employee Assistant Program (EAP):**

Karen Mendoza reminded the group that employees experience times when help is needed with life's challenges. Pacific understands this and is providing the HorizonCare Employee Assistance Program (EAP) to offer support, guidance, and resources to help employees and/or their family members cope with various personal, financial, legal and other issues. This service is free and confidential. Information is available at [www.horizoneap.com](http://www.horizoneap.com) or employees may contact Human Resources for more information.

**Business Policies and Procedures & Controller's Office Website:**

Deborah Denney presented to the group some recent updates to the Controller's Office website. Deborah demonstrated how to navigate in the website using the web links and new bookmarks. The reorganized links are now in the center of the web page and include:

- Business Policy & Procedures
- Procard Policies & Procedures
- Accounting Forms and Procedures
- Annual Audited Financial Reports
- Equity in Athletics Disclosure Act (EADA; most recent report).
- Controller's Office Organization Chart
- Controller's Office Contact Information

Future updates to Policies and Procedures and other documents will be made directly to the website and notice of updates will be forwarded to the Business Managers as they occur. Feedback regarding the content of the website and other information that would be helpful to have on the site is welcome from Business Managers and others; please e-mail Deborah any suggestions.

Deborah also noted that the updates presented were made to the public version of the Controller's website, and that the updates to the InsidePacific version of the website have not yet been made, so please advise use of the public site while this issue is addressed.

**Controller's Office December 19<sup>th</sup> Closures for Year-End Processing and Holiday Celebration:**

Deborah Denney informed the group the Controller's Office will be closed on Friday, December 19 for calendar year-end processing and its annual holiday party in the afternoon. The Controller's Office will reopen on Monday, December 22<sup>nd</sup>.

**Budget Office Web Resources:**

This agenda item will be moved to the January 14 meeting.

**Commodity Codes-How are they Used:**

Ronda Marr gave a brief history of why we use commodity codes in Banner for processing of purchase orders and accounts payable transactions. She noted that generally the commodity codes save data entry time for those items regularly purchased by a department, as Banner automatically populates the account code and description for purchase requisitions and check requests based on the code. Ronda added that as the University continues to strengthen its purchasing programs, the Purchasing department will begin to further utilize additional commodity codes in order to track different types of goods and services purchased. Some of these purchases may be charged to the same account code but multiple commodity codes can be used to delineate types of purchases within the account code. Therefore, the University will continue to use commodity codes within Banner.

**Update from Support Services:**

Janet Dentoni thanked Ronda Marr for renegotiating with FedEx to lower the rates charged to Support Services. Janet stated the Mail Room will have an annual savings of up to 50% as a result of Ronda's efforts. As a reminder, in order to receive the savings all FedEx shipments must go through the Mail Room. There was an open discussion with the group and several departments stated they have their own accounts with FedEx and do not send their mail and/or packages through the Mail Room. Ronda and Janet were unaware of this. Those with separate FedEx accounts were asked to share that information with Ronda she will work with Janet and the departments to ensure access to the new pricing.

**Upcoming Sustainability Seminar/City of Stockton:**

Ronda Marr distributed an informational flyer to the group regarding the upcoming environmentally sustainable purchasing seminar sponsored by the City of Stockton. If

anyone is interested in attending, please RSVP by Wednesday, January 7 to the City. Seating is limited. A flyer will be sent out to the Business Managers on 12/11/08.

### **Phishing Update:**

Ronda Marr informed the group recently a “phishing” e-mail received by many of the cardholders from JP Morgan requested personal information from staff. This e-mail was not from JP Morgan, so please use caution before opening up e-mails that look like an official notice from JP Morgan, and contact Purchasing to verify suspicious notices.

### **Next Procard Due Date:**

Ronda Marr reminded everyone Procard is due to Purchasing by January 8, 2009 and keep in mind upload maybe delayed because of the holiday.

### **December Payroll Calendar Reminders:**

Tara Juano shared with the group the following information:

- 12/15/08 timesheets due to Payroll by 10 am.
- 12/23/08 timesheets due to Payroll for 12/16 thru 12/31/08 pay period. Adjustments to timesheets must be turned in early to Payroll.
- 12/23/08 checks will be delivered by the Mail Room in the morning. Checks that are undeliverable on campus will be dropped in the USPS mail in the afternoon.
- 2009 Payroll Calendar was distributed and is available on the Pacific website.
- Address corrections should be submitted to Payroll as soon as possible.
- W-2's will be mailed and post marked 2/2/09. Employees will not be able to retrieve W-2 information from the Employee Self Service website until 2/2/09.
- Payroll will be auditing 2008 payroll records for faculty, staff and students in January 2009.

### **Future Meeting Ideas:**

Deborah Denney will discuss time and e-mail management training with Human Resources to see if internal training can be put together for the Business Managers' group.

### **News, Views, & Rumor Control:**

Matt Olson shared with the group that he will be graduating in May from Pacific McGeorge with Juris Doctor degree. Matt has accepted an internship with the Governor's Office of Legal Affairs and the Stockton City Attorney's Office. Matt's last day will be January 9<sup>th</sup>. Matt will be working a few hours each week during the

transition period and continue as an active member of the Alumni Association.  
Congratulations Matt! You will be missed.

Deborah reported the interim audit is scheduled for mid-June 2009 and year-end audit is scheduled for August 24 thru October 7, 2009.

Deborah noted the IRS has made significant changes to the IRS 990 form which is filed for the University each year. The new format will require additional accounting and activities information and more information on this will be discussed in subsequent Business Managers meetings.

Meeting adjourned.

**Next meeting scheduled for January 14, 2009, at 2 p.m., Library Community Room.**