

**University of the Pacific**  
**Business Managers' Meeting Minutes**  
**April 8, 2009, 2:00-3:30 p.m.**

**Present:** Valerie Andeola, Marylou Bagus, Betty Bedolla, Karen Bravo, Deborah Burdick, Margaret Caldwell, Bernadette Canales-Alvarado, Carrie Darnall, Dinelle Davis, Rebecca Davis, Lourena Deggins, Sally DeLorenzo, Deborah Denney, Janet Dentoni, Duke Dhalin, Patti Dreher, Kitty Gilbert, Peggy Hawbaker, Sherry Haley, Cindi Hughes, Boris Jeric, Tara Juano, Crystal Kyes, Sara Kleinert, Bernie Kramer, Todd Kucker, Joji Leong, Sean McNally, Jennifer Maroney, Ronda Marr, Suzy Martegani, Cathy Martinez, Patty Metzger, Melissa Morin, Pa Moua, Jill Perrapato, Rena Quilenderino, Lynnette Robinson, Lori Slawson, Jan Wammack and Der Yang

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Deborah Denney welcomed the group and offered congratulations to Sean McNally in his promotion to Fiscal Operations Manager for Housing and Greek Life.

***Interfund Transfers:***

Margaret Caldwell of the Business & Finance Budget Office provided a helpful Expense Transfer Guide with flowcharts to aid in determining the appropriate handling of various types of expense transfers.

The group recommended a few changes to the Expense Transfer Guide for future consideration. Business Managers will be provided with updated versions by e-mail. If there are questions or concerns, contact Margaret at [mcaldwell@pacific.edu](mailto:mcaldwell@pacific.edu) or at x 62908.

***Purchasing - Fraud Prevention and Misuse:***

Ronda Marr presented a PowerPoint presentation to the group re: fraud prevention and credit card/personal identification information misuse. Handouts were provided to the group. The following types of fraud were highlighted:

- Internet Fraud
- Identity Theft
- Phishing/Scams
- Skimming
- Password/Hacking

Ronda highlighted areas of growing risk for the University related to the above areas and concluded with fraud and identity theft prevention tips and additional Internet-based resources. Questions should be directed to Ronda at [rmarr@pacific.edu](mailto:rmarr@pacific.edu) or x 62140.

*Tips & Tricks:*

No items were discussed/suggested by the group.

*News, Views & Rumor Control:*

Margaret Caldwell recommended budget transfers for reserve funds be made by mid-May, and noted Jonallie Parra is now offering a class on Employee Authorization (EA) forms. Margaret recommended that all staff responsible for EA processing and salary calculations attend this class.

Template and instructions for FY10 budget plan for designated, restricted and agency funds will be sent in a few days to the Business Managers. Completed templates should be sent electronically to [jparra@pacific.edu](mailto:jparra@pacific.edu) by 5/15/09. Should you have questions, call Jonallie at 6-3288.

Deborah Denney noted the Controller's Office has been working on the annual IRS 990 Exempt Organization Information Tax Return, scheduled for Board of Regents review at the upcoming Board meeting and for filing with the IRS by May 15, 2009.

Deborah noted that KPMG, the University's external audit firm, will be on campus the week of April 13, 2009 to perform work related to an upcoming bond issue for the University. KPMG will then return to the University the week of June 8, 2009 to perform interim audit work procedures as part of the June 30, 2009 external audit of the University's financial statements.

Jan Wammack stated the new discount to staff and faculty for use of Morris Chapel is 30%.

Ronda Marr reminded everyone year-end is fast approaching and all open purchase orders should be cleared. Should anyone have any questions, please call Purchasing at 6-2206.

The year-end closing memo will be distributed later in April. If there are any questions, please e-mail Deborah at [ddenney@pacific.edu](mailto:ddenney@pacific.edu) or at x 67372.

Meeting adjourned.

**Next meeting scheduled for May 13, 2009 at 2 p.m.  
Library Community Room**