

Minutes
Business Managers Meeting
April 11, 2007

Present: Valerie Andeola, Deborah Burdick, Joanne Carvana, Kathy Cruz Rodriguez, Carrie Darnall, Rebecca Davis, Lourena Deggins, Sally DeLorenzo, Alexandra Fernandez, Betty Garcia, Audrey George, Peggy Hawbaker, Tara Juano, Debbie Kallman, Sara Kleinert, Bernie Kramer, Jane Lewis, Jennifer Maroney, Ronda Marr, Suzy Martegani, Cathy Martinez, BJ Mooney, Norma Peterson, Matt Olson, Jennifer Ramirez, Winnie Rivinius, Silvea Rodriguez, Lori Slawson, Jan Wammack, Pam Woodruff.

What's on your mind:

- Debbie Kallman informed the group that she will be out of the office from April 16th through April 18th. Audrey George will be out the entire week of April 16th.
- Ronda Marr informed the group to save the date for "Lunch and Learn" on April 26th from 11:30 – 1:00 for Office Depot users.
- Margaret Caldwell informed the group that designated forms are coming out soon and will be due back to the Budget Office by May 15th.

Housing and Greek Life – Catering Charges

Last August Business Managers expressed concern regarding Bon Appetit catering billing procedures. Matt Olson informed the group that changes were made to the billing process to help speed things up. Matt asked the group for feedback on the new billing process. The Budget office informed the group that the changes have speed things up in the Budget Office and there has not been as many NSF's.

When the Bon Appetit catering price list was republished there was some concern with how much the prices went up. Matt informed the group that the new prices included linen, china, and wait staff charges in the menu price. The actual increase was only 3%. Matt distributed the Bon Appetit catering handouts and informed the group that the price list is also online.

Business Policies and Procedures Update

Debbie Kallman informed the group that the revised Business Policies and Procedures Manual will be sent out for review soon. The group will address any questions regarding changes in the manual at the May Business Managers meeting.

Fiscal Year End

Debbie informed the group that the fiscal year end memo was published in the bulletin. Debbie reviewed that dates and deadlines for the year end closing process. The group was reminded to submit change orders to Purchasing for funding requirements on contract purchase orders for the 2007/2008 year. Requests should be submitted when budgets are available.

Margaret Caldwell informed the group the Budget Office might roll out the budget a little early this year.

Miscellaneous Items

Debbie informed the group that the University will have new auditors this year. KPMG will conduct the audit work and will be on site from May 7th to May 18th.

Adjournment...next meeting May 9, 2007 2:00 pm in the Library Community Room.