

MINUTES
BUSINESS MANAGERS MEETING
May 14, 2008

Present: Valerie Andeola, Tamara Beaubien, Cathy Bialek, Karen Bravo, Deborah Burdick, Elizabeth Carranza, Joanne Carvana, Marna Cooper, Kathy Cruz Rodriguez, Dinelle Davis, Sally DeLorenzo, Janet Dentoni, Patti Dreher, Pat Eckert, Christine Fisher, Audrey George, Kitty Gilbert, Peggy Hawbaker, Todd Kucker, Jane Lewis, Jennifer Maroney, Ronda Marr, Jessica Martinez, Elizabeth Mehl, Patty Metzger, Heather McAvoy-Jensen, Matt Olson, Chris Pappas, Jonallie Parra, Rena Quilenderino, Barbara Robinson, Katherine Ruiz, Kristen Sasaki, Lori Slawson, Rebeca Stovall and Jan Wammack

Audrey George welcomed and thanked everyone for attending and taking time from their busy schedule due to commencement planning. Audrey also thanked Tara Juano for chairing the last meeting held on April 9th.

Audrey welcomed and introduced Deborah Denney as the new Controller who will be joining the Business and Finance Department on Monday, May 19th.

Deborah Denney stated she is excited to join the Pacific family and looking forward to her new position as Controller.

Ronda Marr thanked Audrey George for filling in and for an excellent job in keeping the business managers on track in the past seven months.

Audrey George thanked everyone for their support and participation in the Business Managers Meetings. Audrey stated the success of the meetings is due to everyone's input and timely follow up.

What's on your mind?

- Janet Dentoni shared with the group the University's secured process for transmitting mailing lists to the mail room. Janet and Chris Pappas explained the share drive network and directions for mapping this drive to your desktop. The network share drive is: [\\homedirs1\mailroom\\$\dropbox](\\homedirs1\mailroom$\dropbox) and directions for mapping is: <http://oitfaq.pacific.edu/inde.php?article=42>. Everyone was reminded the Bulk Mailing Policy was updated. Should you have any questions or concern, please refer to the policy or call the mail room. Information regarding mail room cost is attached to the minutes.
- Ronda Marr informed the group she is creating a Vendor Information Request Survey. The purpose of the form is to gather information from departments who have used a printing and/or mailing service. Any comments from departments would be helpful if the service was good or bad. Input from the department is

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important to create a preferred list for printing and/or mailing services. The Vendor Information Request Survey will be an attachment to the Business Managers Minutes. Audrey George explained to everyone why it is important to the University to have a preferred vendor list available.

University Budget Department:

- Jonallie Parra informed the group the Designated Template and Instructions for FY 09 was sent to the business managers on April 18th. Jonallie reminded everyone the electronic budget plans for the Stockton Campus must be submitted to Budget by May 31st. Should you have any questions, please call or email.
- Introduction to the Budget Cycle at Pacific class will be held on May 22 and May 23, 9:30 – 11:30 a.m., Taylor Conference Room in the Library. Registration is not required.

Office of Information Technology:

- Rebeca Stovall shared with the group the procedure to schedule an audio/video conference for all three campuses and why it is important to schedule all conferences five (5) business days prior to the actual conference date. Once the rooms have been reserved, the "Video/Audio Conference Reservation Form" <http://www.pacific.edu/vcorder> can be submitted. If there are any technical issues experienced during a live conference, contact CSC at 209-946-7400 or the Emergency Video Conference line 209-946-7701.
- Rebeca informed the group of the Pacific 2008 IT Survey for all three campuses. The purpose of the survey will help evaluate the services by OIT. Survey is open from May 5 – May 26th. As a reminder, at the end of survey provide your 988 ID number to be entered into a drawing to win a 4GB Apple IPOD Nano.

Controllers Office:

- Audrey George apologized to the group for the short period to close out for year end. Audrey explained the Board Meeting was moved up by a week in October, therefore, dues dates were moved up. Audrey addressed the concern everyone had regarding the July 8 Financial Reporting and Accounts Payable deadline. The group was reminded that accounting will need time to review each

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transaction for missing information. Posting will be on Wednesday, Thursday and Friday and will be posted ASAP.

- Audrey shared with the group that check runs will run concurrent processing for 08/09. Audrey reminded everyone to separately batch each year using 2 sheets, identifying the FY on the top of the form.
- Elizabeth Mehl reminded everyone a special check run will be in July for vouchers missed for FY08.
- Ronda Marr reminded everyone that Procard will be due on July 3rd. Ronda suggested that departments should routinely reconcile Procards before the end of each month. As a reminder, do not use your Procard for any purchases on campus. JE's should be used for campus reimbursements.
- Ronda stated there is no cutoff date for Office Depot orders. It will be left up to departments to be careful for all purchases made in June. It was suggested departments stop ordering at least a week before the end of the June.
- Ronda reminded everyone to take a look at open purchase orders that will need to be closed out. Contract purchase orders on leases are okay to load after July 1 on a change order by submitting an email to Purchasing.
- Audrey briefly talked about the Accounts Payable checks that were recently updated with security features.

Meeting adjourned.....Next meeting scheduled for June 11, 2008, at 2 p.m.,
Library Community Room.

Respectfully submitted,

Rena Quilenderino
Administrative Support Specialist to the
Controller / Assistant Vice President
Business & Finance

