

**Minutes**  
**Business Managers Meeting**  
**May 9, 2007**

Present: Valerie Andeola, Cathy Bialek, Deborah Burdick, Margaret Caldwell, Joanne Carvana, Carrie Darnall, Sally DeLorenzo, Janet Dentoni, Patti Dreher, Pat Eckert, Betty Garcia, Scott Heaton, Tara Juano, Debbie Kallman, Sara Kleinert, Bernie Kramer, Jane Lewis, Penny Mak, Jennifer Maroney, Ronda Marr, Cathy Martinez, BJ Mooney, Norma Peterson, Michelle Preston, Matt Olson, Jennifer Ramirez, Winnie Rivinius, Lynnette Robinson, Silvea Rodriguez, Sondra Roeuny, Lori Slawson, Jan Wammack, Der Yang.

**What's on your mind:**

- Debbie Kallman informed the group to speak into the microphones so the other campuses could hear all discussions.
- Debbie informed the group that the Controller's Office has been having some issues with the Controller's website. Forms have not been accessible on the website. Please contact the Controller's office if you should need to access any forms from the website.
- Debbie expressed concern regarding a Procard purchase that was recently made. Debbie stressed that you can not purchase personal gifts with a Procard or any other University funds. Business managers should share the information that is discussed at the meetings with administrative assistants and other staff members. Business managers are encouraged to bring others to the meetings to give them an idea of the rules that need to be followed.
- Patti Dreher informed the group that CPCE has also been having website problems. Please contact CPCE at x62424 if you come across any other problems with CPCE's webpages, or if you need assistance.
- Debbie discussed the status of Banner and Procard training. Ronda Marr and Kellie Silva are offering one-on-one requisition training as needed. Purchasing also offers Procard training. Ronda informed the group that the Procard trainings are held in the Taylor Conference Room. Banner requisition classes are one-on-one, but Purchasing will offer requisition training on a larger scale if needed. Margaret Caldwell also offers one-on-one Budget training. Margaret informed the group that the Budget Office is also offering a budget management course. Debbie informed the group at this time there is not a Banner overview training available.

Sondra Roeuny informed the group that the Business and Finance Division is working on creating a Banner navigation training that will meet the needs on the University. Sondra also wanted to gather information from the group regarding training needs and she also discussed various training models with the group.

Norma Peterson mentioned that there is a big concern with recent new hires not being able to perform their job duties properly due to lack of training. It is very important that the new hires get the training needed during the 90 day probation period.

Silvea Rodriguez informed the group that the Registrars Office is helping with request regarding student modules. Dede Sanchez is the contact for student modules.

Bernie Kramer suggested that there should be one person to contact regarding all Banner training. The group agreed that the Banner training should be offered by one person who is knowledgeable in all Banner modules. Sondra Roeuny informed the group that she will take all suggestions into consideration to help create a successful Banner training. If there are any other suggestions regarding Banner training email Valerie Andeola.

### **Support Services**

Janet Dentoni mentioned that Physical Plant is also having website issues. Mail rates are going up on Monday, May 14<sup>th</sup>. A notice regarding the rate changes will be posted on E-news. The new rate will go up to 41¢ and there are several other changes that will be made. There is a link on the Mail Room website that will take you directly to the United States Postal Service rate change information.

Janet reminded the group, when sending mail try to condense things down, because there is limited space in the mailroom. Also, there are guidelines with personal mail being sent to the mailroom. Scott Heaton reminded the group that personal mail should not be sent to the University. Sending personal stamped mail is ok.

Janet reminded the group when sending out mail be sure to specify the department on the return address. Do not use only 3601 Pacific Avenue as a return address. If the mail happens to be returned, the mail room does not know where to send the returned mail.

The group brought up a concern with the mail room pick-up cut off time. The cut off time was 2:00 PM. Now, the mailroom will not pick up after 12:30 PM. The group had several concerns with the new pick up time because there are often urgent letters that need to get out after 12:30 PM. Janet informed the group the last pick up time was changed because 90% of the time there was no mail to be picked up. There are some exceptions to every rule. If you call the mail room with an urgent letter that needs to be picked up, they will pick it up. The group informed Janet that the mail room does not always make exceptions when departments call for pick ups after 12:30 PM.

The group was informed to call Janet Dentoni or Scott Heaton if you are not getting the customer service you need in the mail room.

### **Cashier's Office**

Michelle Preston informed the group that the cashiers are receiving foreign checks. Foreign checks are not accepted because the University does not get the full dollar amount for foreign checks. Some examples of foreign checks were distributed. Michelle explained to the group what to look for on the checks to determine if it is a foreign check or not.

Debbie reminded the group that the Business Policies & Procedures manual notes that the University does not except foreign checks. Another option would be to wire the money.

Contact the Cashier's Office if you should have any questions regarding the foreign check policy.

Michelle distributed copies of the cashiers deposit form with examples of common mistakes made when completing the form. The cashiers do not like making changes to deposits forms the have been submitted. Please pay attention to the fine detail when completing the form to prevent mistakes. Double check all totals before submitting the deposit form.

### **Fiscal Year End**

Debbie asked the group if there are any questions regarding fiscal year end. The fiscal year end memo has been sent out to the Business Managers and posted in the Bulletin. Margaret Caldwell reminded the group that designated and restricted budgets are due by the end May.

The group had some concerns with catering charges. Debbie informed the group to contact Matt Olson with any questions or concerns regarding catering charges.

Bernie Kramer mentioned that there is some concern with the mail room no longer sending out receipts for mail charges. Business managers are not able to accurately manage budgets without the mail charge receipts. Debbie informed the group that she will bring these concerns to Janet and Scott.

The group discussed charge backs for work study student. Business Managers were expecting to receive a report from Financial Aid with information to help with the charge backs, but have not received any reports yet. Debbie informed the group that she would contact Lynn Fox regarding the status of the reports.

### **Business Policies & Procedures Manual**

Debbie asked if there are any other comments on the Business Policies & Procedures Manual. The final revision will be sent to Business Managers no later than June 1<sup>st</sup>. The manual will also be posted on the Controller's website.

Adjournment...next meeting June 13, 2007, 2:00 pm in the Library Community Room.