

Minutes
Business Managers Meeting
August 8, 2007

Present: Serjio Acevedo, Valerie Andeola, Betty Bedolla, Cathy Bialek, Deborah Burdick, Elizabeth Carranza, Joanne Carvana, Patrice Coss, Sally DeLorenzo, Audrey George, Peggy Hawbaker, Tara Juano, Debbie Kallman, Sara Kleinert, Suzy Martegani, Heather McAvoy- Jensen, Cathy Martinez, Ronda Marr, Donna McNiel, Jennifer Ramirez, Jan Wammack.

What's on your mind:

- Audrey George introduced and welcomed Betty Bedolla. Betty is the new Financial Reporting Manager for Financial Reporting.
- Jan Wammack introduced Donna McNiel. Donna is the new University Chaplain.
- Serjio Acevedo introduced himself. Serjio is the new Director for Multi-Cultural Affairs.
- Heather McAvoy- Jensen introduced herself. Heather is working in Career Resource Center.

Fiscal Year End

Debbie Kallman informed the group that the Controller's Office is in the final steps of fiscal year end. Year end went smooth with little problems this year. Debbie informed the group that Banner Finance will no longer be turned off in the middle of the day for year end maintenance and in the future it will be turned first thing in the morning.

Payroll Checks

The university has experienced some fraud issues and is looking into changing the way payroll checks are distributed to employees. There have been some issues with payroll checks going directly to departments. Therefore, the Controller's Office is suggesting that checks will no longer be sent to departments. If this becomes policy, checks will be mailed out by Payroll. A picture I.D. will be required for any paychecks that need to be picked up. The suggested changes will go to cabinet and departments will be notified of all changes.

Signature Authorization Forms

Audrey George reminded the group that each academic year the Controller's Office requests that all departments update their signature authorization forms. If you submitted an updated form during the past 6 weeks you do not have to submit another form unless additional changes have occurred. All updated forms should be submitted by Wednesday, September 19th.

Purchasing

Ronda Marr informed the group that there will be change to the delivery schedule for Office Depot. All orders will now be release daily. Cut off time for orders will 4:00PM.

Adjournment...next meeting September 12th, 2007, 2:00 pm in the Library Community Room.