

Minutes
Business Managers Meeting
September 12, 2007

Present: Mike Acosta, Valerie Andeola, Ana Arugeta, Betty Bedolla, Cathy Bialek, Deborah Burdick, Elizabeth Carranza, Joanne Carvana, Marna Cooper, Carrie Darnall, Rebecca Davis, Lourena Deggins, Sally DeLorenzo, Patti Dreher, Christine Fisher, Betty Garcia, Audrey George, Peggy Hawbaker, Tara Juano, Debbie Kallman, Sara Kleinert, Bernie Kramer, Jane Lewis, Derrick Magee, Penny Mak, Jennifer Maroney, Ronda Marr, Suzy Martegani, Heather McAvoy- Jensen, Ronda Marr, Catrina Nishamura, Jennifer Ramirez, Winnie Rivinius, Lynnette Robinson, Kathy Cruz Rodriguez, Kristen Sasaki, Lori Slawson, Jan Wammack, Tamara Warner, Der Yang. Self-introductions were made.

What's on your mind:

- Ronda Marr announced a Procard Training on Thursday, September 13 from 10:00 to 11:30 in the Taylor Room at the Library.
- Ronda Marr informed the committee when using procard to pay for catering services, the caterers can not be a 1099 Vendor; Debbie Kallman reminded staff the University has an exclusive contract with Bon Appétit.
- Marna Cooper stated the Budget Office is not involved with paying for events. You should contact the office of the event coordinator.
- Sally DeLorenzo said the next Faculty and Staff Book Club would meet on Tuesday, September 18, from 12:00 to 1:00 p.m. in the Taylor Room at the Library.
- Debbie Kallman reminded the committee of Family Fun Day being held on Saturday, September 29 from 11:00 to 2:00 p.m.

Payroll Check Distribution

Debbie Kallman informed the group that payroll check distribution will likely change in January. A letter will be sent by VP Cavanaugh to every employee before the changes take effect and well in advance of the change. Proposed changes are that neither Direct Deposit Advices (DDA) or payroll checks will be distributed in departments effective January 2008 (provided Employee Self Service is available through Inside Pacific). Employees not electing to use direct deposit will need to pick up their payroll check at a central location on each campus (to be determined and published later). Proper identification will be required to pick up payroll checks and you may not send an agent to pick up your check for you. Unclaimed payroll checks will be mailed to the W-2 address of record.

Fixed Assets

Debbie Kallman stated that any equipment with a \$5000 value must be purchased with a Purchase Order and needs to be tagged when received. She also said departments must notify the Purchasing Office of any fixed asset equipment for disposal instructions.

Copier Leases

Debbie Kallman explained that only the Purchasing Department has authorization to enter into any leasing agreements for the Stockton campus. Similar arrangements may

exist in San Francisco and Sacramento. Ronda Marr stated the procedure is to submit all copier requests to Purchasing. Purchasing will obtain three bids on the department's behalf and the department will then have the opportunity to approve the vendor and Purchasing will complete the transaction.

Conflict of Interest

Winnie Rivinius, Internal Audit, stated the Board of Regents implemented a policy change regarding the University's Conflict of Interest policy. All employees were sent a Conflict of Interest brochure, policy and disclosure form. They are to complete and return the disclosure form if they have a conflict of interest to report.. Key employees (as identified by the audit committee) have an annual reporting requirement. Their disclosure forms were sent in a separate mailing. They are required to complete and return the disclosure forms by September 30. Contact Internal Audit with questions. Information is available at the internal audit website and electronic submission of the disclosure form is available through insidepacific.

Fraud Hotline

Winnie Rivinius stated a new Fraud Hotline is being established to report business related fraud. It will be an anonymous reporting mechanism that will generate a report to Internal Audit. This program will affect all three campuses. Human Resources related issues (i.e., sexual harassment, etc.) should continue to be reported to Human Resources.

Personnel Changes

Debbie Kallman informed the committee that Jane Lewis has been promoted to Assistant Vice President for Human Resources. She also stated that Valerie Andeola has been promoted to Administrative Assistant III for the office of Research and Graduate Studies. She congratulated both of them.

Signature Authorization Forms

Audrey George thanked the group for submitting the Signature Authorization Forms which are due on September 19. She informed the group if they do not turn in their forms then all check requests and journal entries will be routed back to them.

Other Matters of Business

Jane Lewis explained that Financial Aid Employment Authorization forms must be thoroughly completed (i.e., include index and account numbers where wages are to be charged). She also stated the minimum wage will be raised to \$8.00 per hour effective January 1, 2008 and that employees making less than \$8.00 per hour will automatically receive a raise – no further paperwork is required by the department.

Ms. Lewis announced that new employees can only be hired at the minimum annual salary range to the market range (mid-point of the range) even though the employee leaving the position may be paid above the mid-point. Any hiring above market range must be approved by Human Resources and the appropriate Vice President or the Provost prior to the offer being made.

Adjournment...next meeting October 10, 2007, 2:00 pm in the Library Community Room.

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