

**Minutes
Business Managers Meeting
October 10, 2007**

Present: Mike Acosta, Valerie Andeola, Jessica Martinez, Cathy Bialek, Elizabeth Carranza, Joanne Carvana, Lourena Deggins, Sally DeLorenzo, Janet Dentoni, Patti Dreher, Kitty Gilbert, Peggy Hawbaker, Sara Kleinert, Penny Mak, Jennifer Maroney, Ronda Marr, Cathy Martinez, Healthier McAvoy-Jenson, Matt Olson, Norma Peterson, Rena Quilenderino, Jennifer Ramirez, Lynnette Robinson, Kathy Rodgers, Marvin Segall, Tamala Warner and Barbara Robinson.

What's on your mind:

- Lourena Deggins introduced Barbara Robinson. Barbara is the new Office Coordinator for OIT.
- Ronda Marr informed the group if you have an independent contract agreement; please attach the vendor information form before forwarding to Purchasing.
- Ronda Marr informed the group staff should use their Procard when ordering from Office Depot.
- Marna Cooper informed the group of the upcoming training classes on budget. A flyer was distributed.

Personal Use of University Services:

Debbie Kallman informed the group that if an employee has a side business they cannot use the university's resources. If anyone knows of someone using the services of the university, please notify a Business Manager or Human Resources.

W-9 - Use of University Taxpayer Identification Number:

Debbie Kallman informed the group and explained why it is important to route W-9's through Purchasing. Debbie wants to make sure the Taxpayer Identification Number is being used legitimately and does not want to put the university into a binding agreement with a contractor. Purchasing will monitor the W-9's.

Payroll:

Debbie Kallman stated the payroll check distribution will not change as planned on January 1, 2008. Payroll is looking into another way to distribute the checks. It was highly recommended that employees sign up for direct deposit through Payroll.

Employee Self Service:

Tara Juano informed the group that employees will be able to log on to PacificNet to retrieve their personal information such as personal leave and W-2. This service will be available 24/7. A soft rollout will be later this year.

Adjournment...next meeting November 14, 2007, 2:00 p.m., in the Library Community Room.