

**Minutes  
Business Managers Meeting  
November 14, 2007**

Present: Mike Acosta, Valerie Andeola, Ana Argueta, Deborah Burdick, Elizabeth Carranza, Joanne Carvana, Marna Cooper, Lourena Deggins, Sally DeLorenzo, Janet Dentoni, Patti Dreher, Betty Garcia, Audrey George, Kitty Gilbert, Peggy Hawbaker, Sara Kleinert, Bernie Kramer, Jane Lewis, Penny Mak, Jennifer Maroney, Ronda Marr, Jessica Martinez, Cathy Martinez, Matt Olson, Rena Quilenderino, Norma Peterson, Jan Wammack, Tamara Warner, Sondra Roeuny, Kim Cose, Cynthia Hughes and Barbara Robinson

Audrey George welcomed and thanked everyone for attending and for their continued support of the monthly meeting.

**What's on your mind:**

- Ronda Marr informed the group many departments are still using the old vendor form. The current form should have the "Related Party" disclosure on it. If an outdated version is submitted after the first of the year, Purchasing will notify the department to resubmit using the current form.
- Ronda Marr informed the group of the toner recycle program with Office Depot. Information flyer was distributed.
- Ronda Marr informed the group that Procard statements are due on December 5, 2007. As a reminder, it was suggested to check your statement periodically for potential fraud.
- Marna Cooper informed the group the last budget training class was held today. Marna stated, if there is interest in a particular topic for spring classes, please forward the information to her office.
- Bernie Kramer shared on behalf of Matt Olson and informed the group not to use Index # (GBUD01) for catering. Charge catering to your own Index and then Budget will reimburse your Department Index.

**Accounts Payable Reminders:**

Audrey George reminded the group that November and December are high volume times for Accounts Payable. Allow 10 business days for invoices to be processed. Be mindful of due dates during the next two months as holidays and

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seasonal days will reduce the number of check runs. If there are special requests, hand deliver the paperwork to a member of the Accounts Payable staff and explain the circumstances. Accounts Payable will try to accommodate the special requests when possible. Do not place special requests in the in-box.

**Personal Gifts:**

Audrey informed the group that purchase of a personal gift or gift certificate using University money is not allowed. Should anyone have any questions regarding this policy, please contact her or Accounts Payable.

**Fiscal Year 2007 Financial Statements:**

Audrey stated the 2007 Financial Statements are now on the website. The group was informed the Controller's Office is presently being audited on NCAA and A133 and is going very well.

**Banner Access Controls Audit:**

Audrey and Jane discussed the Internal Audit Report on Banner access. Internal Audit indicated that all employees who have Banner access must have a signed Banner confidentiality form on file with Human Resources. The request for Banner access form will be filed in OIT. Jane stated this procedure will be effective in January 2008.

**Payroll Due Dates and Payroll Calendar:**

Cyndi Hughes informed the group that timesheets are due on Thursday, November 15th by 10 a.m. because of the holiday. Information regarding the revised pay dates was posted on the website but unfortunately there is a technical problem. The revised Payroll Calendar was distributed. Payroll Calendar 2008 will be distributed at the next meeting.

**Business Technology:**

Sondra Roeuny, Director of Performance Management welcomed and introduced Kim Cose, Business Technology Training Coordinator. Sondra shared with the group Kim's work experience and background. Sondra stated working with Kim

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she plans to build a partnership with all three campuses to develop training needs.

Kim informed the group she is on a fact finding mission and working with Human Resources to analyze the training needs of all three campuses. If you have any ideas or suggestions, please email her at [technicaltraining@pacific.edu](mailto:technicaltraining@pacific.edu).

The group had an open discussion regarding new employee training needs. A concern was brought up. How does a new employee successfully complete their 90 day Introductory Performance Review without having the knowledge of the tools required to do the job? Jane suggested new employees should attend "Introduction to Business Technology" offered by Human Resources. This class covers support, protocols and policy for computer use, email, telecommunications and information regarding tools and systems to help the employee succeed.

**Bulk Mailing:**

Janet Dentoni discussed with the group the policy regarding bulk mailing. Janet reminded everyone when using the University's permit number be sure to use the 3601 Pacific Avenue address. There was concern regarding using the University's resources for personal mail. A revised policy and procedure will be posted on the website within 2 weeks. This item will be calendared for December's meeting for further discussion. A handout regarding bulk mailing guidelines was distributed.

Meeting adjourned by Audrey George who thanked everyone for sharing information. Next meeting scheduled for December 12, 2007, at 2:00 p.m.

Respectfully submitted,

Rena Quilenderino  
Administrative Support Specialist  
Controller's Office

