

**Minutes**  
**Business Managers Meeting**  
**December 12, 2007**

**REVISED**

Present: Valerie Andeola, Ana Argueta, Betty Bedolla, Karen Bravo, Deborah Burdick, Elizabeth Carranza, Joanne Carvana, Robyn F. Cheshire, Marna Cooper, Kathy Cruz Rodriguez, Dinelle Davis, Rebecca Davis, Lourena Deggins, Patti Dreher, Audrey George, Kitty Gilbert, Peggy Hawbaker, Tara Juano, Bernie Kramer, Jane Lewis, Penny Mak, Jennifer Maroney, Jessica Martinez, Suzy Martegani, Heather McAvoy-Jensen, Matt Olson, Rena Quilenderino, Norma Peterson, Lynette Robinson, Silvea Rodriguez, Jan Wammack, Tamara Warner and Der Yang,

Audrey George welcomed and thanked everyone for attending. On behalf of the Finance staff, she expressed appreciation to all the business managers for their time and energy to strengthen processes, improve forms, communicate changes and for their skills to lead their departments and divisions to success in financial matters. She stated that the business managers make such a difference for the University and that they help make her job easier because of their partnership and commitment.

**What's on your mind:**

- Bernie Kramer welcomed and introduced Karen Bravo who will be working in the Office of Student Leadership & Involvement.
- Audrey George shared with the group that Janet Dentoni's agenda item on bulk mailing will be calendared for the January 9, 2008 meeting.
- Jennifer Maroney reminded the group of the Staff and Faculty Holiday Reception from 11:30 a.m. to 2 p.m. at Grace Covell Hall on Thursday, December 13<sup>th</sup>.
- Jane Lewis informed the group of several items:
  - Benefit open enrollment is over. Information regarding benefit changes will be going out in the near future. Should you have any questions regarding benefits then please contact HR.
  - W-2's will be mailed out by January 31, 2008. If you've had a change of address, then please make sure that change has been made with HR.
  - HR is working on the Spring Semester Training calendar.

- Tara Juano clarified to the group if a student/staff/faculty who has direct deposit does not pick up their payroll stub on payday, then it should be mailed within the next days.
- Marna Cooper informed the group the Budget Department is working is on training dates for next year. Marna shared with the group, if you have an employee who is required to use Banner, download from "Inside Pacific" information regarding the CBT (computer-based training) training. It would helpful for the employee to review this information before coming to training.
- Deborah Burdick shared a concern regarding the "Bulletin" publishing the incorrect information regarding the holiday and seasonal days off.

#### **Purchasing:**

Ronda Marr thanked everyone for the great job they are doing with Office Depot and using Procard. The next release date for Office Depot will be December 20<sup>th</sup>. Delivery will be December 21st. Ronda suggested ordering early in the week for an earlier delivery date and not to order at the last minute. Remember, Office Depot will try to deliver to the campus during break.

Ronda reminded everyone that Procard is due on January 7, 2008. Ronda suggested to reconcile transactions before the break. All Procard reconciliations must be turned in by the due date (no exceptions). If you are planning to return after January 2, 2008, please arrange to have another staff member from your department reconcile the statement to meet the January 7 deadline. The next Procard training will be held on January 11, 2008, from 10 – 12 p.m., in the Taylor Conference Room. Training will cover Procard overview, procedures, security, violations and penalties.

#### **Payroll:**

Tara Juano informed the group timesheets are due for the holiday payroll by 10 a.m. on December 21 for the January 10, 2008, pay date.

Tara Juano shared with the group the 2008 Payroll Calendar is available on the website. Hard copy of the calendar was distributed to the group.

Audrey George thanked and wished everyone a safe and happy holiday.

Business Managers Meeting  
December 12, 2007  
Page three

Meeting adjourned.....Next meeting scheduled January 9, 2008, at 2 p.m.,  
Library Community Room.

Respectfully submitted,

Rena Quilenderino  
Administrative Support Specialist