

**MINUTES**  
**BUSINESS MANAGERS MEETING**  
**January 9, 2008**

Present: Valerie Andeola, Ana Argueta, Bill Arnolfo, Cathy Bialek, Karen Bravo, Deborah Burdick, Joanne Carvana, Robyn F. Cheshire, Kim Cose, Sally DeLorenzo, Janet Dentoni, Patti Dreher, Pat Eckert, Betty Garcia, Audrey George, Kitty Gilbert, Peggy Hawbaker, Tara Juano, Sara Kleinert, Bernie Kramer, Lynne Madewell, Penny Mak, Jennifer Maroney, Ronda Marr, Jessica Martinez, Suzy Martegani, Cathy Martinez, Heather McAvoy-Jensen, Matt Olson, Rena Quilenderino, Jonallie Parra, Norma Peterson, Donna Rawhouser, Winnie Rivinius, Barbara Robinson, Lynnette Robinson, Sondra Roeuny, Lori Slawson, Jan Wammack, Tamara Warner, Susan Welter and Der Yang,

Audrey George welcomed everyone back from winter break and wished everyone a Happy New Year.

**What's on your mind?**

- Sondra Roeuny and Kim Cose informed the group they have analyzed the technical training needs from feedback received from staff. Sondra and Kim have been working with Jane Lewis, Kathleen Quinn and Chris Pappas and will be hosting a technical information Open House to be held within the next few weeks. The purpose of the Open House is to answer questions staff may have on the technical challenges they face in their office. Staff is encouraged to attend.
- Deborah Burdick shared with the group her concern regarding the students who did not receive a paycheck before the holiday break. Tara Juano, Payroll Manager, explained to the group that a replacement check can not be issued the same day as pay day. It was suggested, students should have direct deposit to guarantee a deposit to their account. Tara stated departments must notify Payroll immediately if they mistakenly receive a check for another department. Payroll is working on a system to streamline the process of delivery of pay checks.
- Ronda Marr thanked and appreciates everyone for the great job they did in meeting the ProCard January 2008 deadline timely.
- Audrey George informed the group that 1099's and W-2's will be mailed by January 31<sup>st</sup> and to please share this information with staff.

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**Authorization to Pay and Signatures:**

Donna Rawhouser, Accounts Payable Supervisor shared and explained the Signature Authorization procedure to the group.

1. The Signature Authorization form is required annually and submitted to Accounts Payable office to process all payments.
2. The only exception is if the authorization for payment is for employee travel or expenses. This requires the immediate supervisor to also sign per the University Business Policy and Procedures.
3. The Signature Authorization form may be obtained from the [pacific.edu](http://pacific.edu) web page under Business and Finance, Controller's Office, forms, policies and procedures.
4. On the Signature Authorization form the Vice President, Dean, Department Chairperson or Supervisor is giving signature approval to the individuals listed on the form. In case of vacation or other absences, the Vice President, Dean or Department Chair will send a letter authorizing any additional signature for that period.
5. Please contact Accounts Payable should you have any questions or concerns to discuss exceptions which can be evaluated on case by case basis.

The group had an open discussion regarding the Signature Authorization form and Audrey George and Donna Rawhouser answered their questions.

**Mileage Rate:**

Audrey George reminded the group the mileage rate remains \$.48.5 per mile. When there is a change to this rate, the group will be notified through the Business Managers email list. It was suggested to turn your expense in monthly or quarterly depending on the volume of activity. As a reminder, all expenses must be turned in before the end of the fiscal year.

**Business Managers 2008 Calendar:**

Audrey shared with the group the 2008 Business Managers Meeting calendar. Hard copy of the calendar was distributed to the group and a copy will be sent with the minutes.

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**Budget Department Spring Training Schedule 2008:**

Jonallie Parra informed the group of the Spring Training Schedule for employees. A copy of the schedule and current budget transfer form will be sent with the minutes.

**Bulk Mailing:**

Janet Dentoni informed the group the updated policy for Bulk Mailing will be available on the website by Monday, January 14<sup>th</sup>. Should anyone have any questions or concerns about bulk mailing, please refer to the policy or call the mail room. Hard copy of the bulk mailing policy was distributed to the group and a copy will be sent with the minutes.

**Future Topics:**

Audrey George suggested the following future topics for Business Managers Meetings.

- 1) Independent Contractors / New Vendors.
- 2) Performance Measure – Invite Sondra Roeuny to explain the process and why data is collected within the Business & Finance Division.
- 3) Direct Deposit for vendor payment.

Meeting adjourned.....Next meeting scheduled for February 13, 2008, at 2:00 p.m., in the Library Community Room.

Respectfully submitted,

Rena Quilenderino  
Administrative Support Specialist  
Business & Finance

A decorative border of pencils surrounds the text. The pencils are arranged in a rectangular frame, with some gaps at the top and bottom center.

**2008 Schedule  
Business Managers Meeting  
Library Community Room  
2 p.m.**

January 9, 2008

February 13, 2008

March 12, 2008

April 9, 2008

May 14, 2008

June 11, 2008

July 2008  
**NO MEETING**

August 13, 2008

September 10, 2008

October 8, 2008

November 12, 2008

December 10, 2008

**CONTROLLERS OFFICE  
FACULTY/STAFF SIGNATURE AUTHORIZATION**

Date: \_\_\_\_\_

Index: \_\_\_\_\_

Department: \_\_\_\_\_

**Only those persons listed below may sign Authorization for Payment forms, PO Releases and Income/Expense Transfers.** I understand requests that do not have these signatures will be returned to the department for proper approval. In case of vacation or other absences, if one of these persons will not be available, I will send a letter authorizing any additional signature for that period. I have read and understand the University of the Pacific Business Policies & Procedures and agree to the terms therein.

**Signature & Title:** \_\_\_\_\_  
Dean, Department Chairperson, or Supervisor

**AUTHORIZED SIGNATURE(S)**

Signature	Name (Printed or Typed)	Ext
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AUTHORIZED SIGNATURE**

**As custodian of a Petty Cash and/or Change Fund,** I am responsible for the funds and the monthly reconciliation. I have read and understand the University of the Pacific Business Policies & Procedures and agree to the terms therein.

**Petty Cash Requests**

Signature	Name (Printed or Typed)	Ext
_____	_____	_____

**In the event there are any changes in authorized signatures, please resubmit this form.**

**Return this form to the Controllers Office/Accounts Payable.**

## ***Fight the Winter Doldrums and Spring into Fiscal Wellness.....The Budget Office is offering training classes over the next several months***

### ***Introduction to the Budget Cycle at Pacific***

This course is designed as a lecture and discussion of basic terminology, the purpose of the budget, the role of the Budget Office and the budget cycle at Pacific. This course is targeted to a wider range of participants who are interest in how it all works and is aimed at demystifying the process.

**Date/Time:** Session #1: May 22 9:30 - 11:00  
Session #2: May 23 9:30 - 11:30

### ***Essential Tools for Budget Managers***

This course is designed as a follow-on to the *Introduction to the Budget Cycle at Pacific* and is a hands-on overview of the basic tools required to manage a budget. This course is targeted for new employees in a position to manage budgets, or as a refresher for those currently in this type of position. The course will cover basic transfer types, basic reports and query screens in Banner, and "best practices".

**Location:** Tech Training Center, Computer Science Building

**Date/Time:** Session # 1: January 15 1:30 - 3:30  
Session # 2: April 3 1:30 - 3:30

**Pre-Requisite:** **Must** have Banner access. New employees will be given priority. RSVP required.

### ***Understanding and Managing Designated, Restricted and Agency Funds***

This course is designed as a lecture and discussion of the process for creating, submitting and managing budgets for designated, restricted and agency funds. The participant will gain an understanding of how these funds work and their differences from current funds. This course is targeted at those persons who are responsible for establishing and managing these types of funds.

**Date/Time:** Session #1: April 23 9:30 - 10:30

### ***Managing University Reserve Fund Activities***

This course is designed as a lecture and discussion of the process for requesting and spending these special set-aside funds. The participant will gain an understanding of how the process works, the special characteristics and challenges for managing these funds. This course is targeted at those persons who are responsible for managing these types of funds.

**Date/Time:** Session #1: January 10 9:30 - 11:30  
—Session #2: January 17 1:30 - 3:30  
Session #3: April 24 1:30 - 3:30

### ***Avoiding NSF's***

Need we say more? This training is designed to help you manage your funds in order to avoid generation of insufficient fund notifications (NSFs). The participants will gain an understanding of how the system generates NSF's and be presented with pro-active actions they can take to avoid NSF's.

**Date/Time:** Session #1: March 11 9:30 - 10:30  
Session #2: March 13 9:30 - 10:30

**All Training Sessions will be held in the Taylor Conference Room in the Library, with the exception of the Essential Tools class as noted above. This class will also require pre-registration to due limited space.**

*Budget and Risk Management*

*Marna Cooper*

*Jonallie Parra*

*Margaret Caldwell*

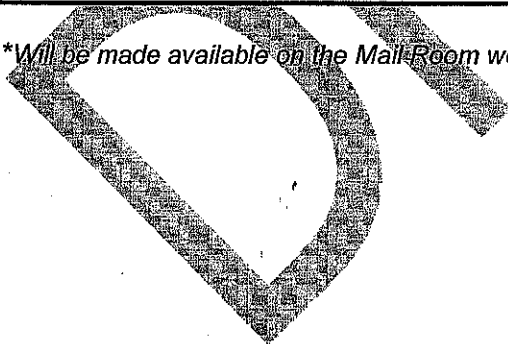


# APPENDIX C: ONLINE BULK MAILING REQUEST FORM

## Bulk Mail Request Form

Customer Information			
Your Name:	<input type="text"/>	Your Phone #:	<input type="text"/>
Your Email Address:	<input type="text"/>	Your Department:	<input type="text"/>
Dept. Index/ACT. Code	<input type="text"/>		
Job Information			
Name of Mailing:	<input type="text"/>	Number of pieces:	<input type="text"/>
Mailing List Used:	<input type="text"/>	Desired Mailing Date:	<input type="text"/>
Mailing Class:	<input type="text"/>	Pick-up Date:	<input type="text"/>
Special Instructions:			
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<input type="button" value="Submit"/>		<input type="button" value="Clear Form"/>	

*\*Will be made available on the Mail Room website.*



## APPENDIX A: PROPOSED BULK MAILING POLICY & PROCEDURE

### Bulk Mailing Policy

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All departments are required to submit a bulk mailing request form to the Mail Room for approval prior to sending bulk mailing. Also, address service requested is required for bulk mailings to ensure that the University's mailing lists are cleansed and updated with current USPS addresses.

Non-profit bulk mailing is only available for official University business.

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### Bulk Mailing Defined

A bulk mailing is a mailing project that has a minimum of 200 pieces and all pieces are identical in weight, size, and content. Each mailing piece must have a zip code.

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### Bulk Mailing Request Procedure

Step	Action
1	Department submits an Online Bulk Mailing Request Form. The online form is available on Mail Room's website.
2	Mail Room reviews Bulk Mailing Request Form. If approved, Mail Room assigns invoice number to Department. If it is not approved, the Mail Room will contact the department.
3	Department receives invoice number from Mail Room.
4	Department makes appropriate arrangement with the Mail Room or a 3 <sup>rd</sup> Party Vendor for bulk mailing services. If a department uses a 3 <sup>rd</sup> Party Vendor, the Department must provide the invoice number to the vendor.

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### Preparation of Bulk Mailing

- Use envelopes with the full University return address in the upper left corner, including department identifier
- If envelopes require sealing, make sure the flaps are up when placed in tray
- If address labels are used, place them correctly on the envelope. See "Addressing Envelopes" for more information.
- Place all mailing pieces in a box, preferably in a mail tray provided by the Mail Room
- Do not write personal notes or handwritten adjustments on the address label
- Sort the mailing pieces by zip code order, from the least to the highest in front