

MINUTES
BUSINESS MANAGERS MEETING
February 13, 2008

Present: Mike Acosta, Valerie Andeola, Ana Argueta, Betty Bedolla, Cathy Bialek, Karen Bravo, Deborah Burdick, Elizabeth Carranza, Joanne Carvana, Robyn Cheshire, Kathy Cruz Rodriguez, Dinelle Davis, Sally DeLorenzo, Janet Dentoni, Patti Dreher, Audrey George, Audrey Goodell, Peggy Hawbaker, Tara Juano, Sara Kleinert, Bernie Kramer, Jane Lewis, Jennifer Maroney, Ronda Marr, Jessica Martinez, Cathy Martinez, Heather McAvoy-Jenson, Matt Olson, Rena Quilenderino, Norma Peterson, Sondra Roeuny, Barbara Robinson, Lynnette Robinson, Kathy Rogers, Tamara Warner and Der Yang.

Audrey George welcomed everyone to the meeting.

What's on your mind?

Sara Kleinert and Debbie Burdick expressed their concern regarding payroll timesheets being submitted incomplete and/or late and charged \$20 for late timesheets. Tara Juano informed the group the 2008 Payroll Calendar is available on the Pacific Website. The calendar has current information when timesheets are due in Payroll. Tara informed the group if the 15th or 30th falls on a weekend notify Payroll that the timesheets will be late and payroll will not charge a late fee. If there is a late fee charge, the department manager/supervisor will be notified. Tara and Jane Lewis informed the group the Labor Law states timesheets must be turned in timely.

Janet Dentoni informed the group that bulk mailing service with the USPS, including preparation of post cards, etc., must still go through the mailroom.

Overview of the Business Assessment Project:

Sondra Roeuny's power point presentation on The Balanced Scorecard, Assessing Business Performance, and Achieving Excellence project was shared with the group. Sondra explained the purpose of this project is to:

- Translate Pacific's Mission, Vision, and Commitments into measurable outcomes.
- Track and assess the effectiveness and efficacy of planning and resource allocation decisions.
- Provide better information for effective decision-making on a regular basis.
- Continue to improve programs and services.

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At the present time Human Resources, Controller's Office and Budget are the departments turning in data. Sondra and Audrey George explained to the group that gathering and building of data from departments create a performance measure. Should anyone have a question or concern regarding the Business Assessment Project, please call 6-3924 or email sroeuny@pacific.edu.

IP Phone Rollout:

Faye Snowden shared with the group the online training course information on CISCO Unified IP Phone Tutorial. Staff can access the documents by using the following website:

<http://oitfaq.pacific.edu/index.php?article=591>.

The URLs to the Cisco IP phone tutorials are as follows:

- For the 2 button 7941, go to:

<http://www.cisco.com/comm/applications/CCNP/qlm/7941/index.htm>

- For the 6-button 7961, go to:

<http://www.cisco.com/comm/applications/CCNP/qlm/7961/index.htm>

Open discussion was held with the group about the possible disconnect of the long distance code. Several members in the group expressed their concerns. Faye stated call OIT help desk or your TSP if you have questions or problems with the IP phones. At the next Business Managers Meeting, Faye will discuss information on updating phone and voicemail and the outcome of the long distance authorization code analysis.

Pacific's Wellness Program:

Karen Mendoza informed the group of the upcoming Wellness Program. The program is still in the construction stage, but it will focus on education, assessment and encouragement. The program start date is targeted for all three campuses for the end of March. Karen covered the ISPC policy and stated that all personal information will be confidential and no one will have access to these files.

Bon Appetit Services:

Matt Olson discussed the contract with Bon Appetit Catering and the \$250 level for catering service. Matt informed the group that Bon Appetit has the first right of refusal required by the University and no other cater can come onto campus unless Bon Appetit has granted specific permission. Staff is encouraged to contact Bon Appetit should they have any questions regarding prices. Matt reminded the group that everyone must comply with the contract.

- Office Potlucks (when food is prepared by staff) is acceptable
- Food purchased (under \$250) from an outside vendor for a student event is permitted.
- Food purchased (over \$250) from an outside vendor for a student event is not permitted.
- Food purchased from an outside vendor for an office/department event is not permitted.

Matt shared with the group there will be a change in the student meal plan next year.

Accounts Payable reminder:

Audrey George shared with the group the mileage rate from GSA is \$.48.5 cents per mile. Audrey reminded everyone that manual checks can be picked up from Accounts Payable after 1 p.m. everyday of the week.

Purchasing:

Ronda Marr informed the group on the following items:

- Purchasing can assist with vendor names should a department need to order furniture.
- Purchasing must be notified before sending a student to COSTCO.
- Purchasing is working on a website link with Enterprise Rent a Car. Using the website link, departments will be able to arrange a vehicle rental and use their Procard to pay the bill.
- Reminder – Support Services can purchase supplies needed for your Service Requests on their Procard and charge your budget.

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Also, you cannot use your Procard to charge GBUD01 nor can you charge GBUD01 on a Service Request unless you have made arrangements with Support Services to gather the documentation needed for Budget to approve.

- Surplus phones are considered office equipment. If you have a surplus phone you must submit a surplus form to Purchasing. We will issue a pickup for the surplus. Surplus phones cannot be given to department employees or discarded in the trash.

Meeting adjourned.....Next meeting scheduled for March 12, 2008, at 2 p.m., in the Library Community Room.

Respectfully submitted,

Rena Quilenderino
Administrative Support Specialist to the
Assistant Vice President / Controller
Business & Finance