AGENDA

SLU Business Manager Meeting
August 13th, 2009
Busch Student Center, room 173
9:00a.m.-10:30a.m.

1) Announcements – Keith Emge
   • Sign in Sheet
   • August ‘What’s New?’

2) University Giving and Donor Checks – Tom Keefe (15 minutes)

3) Pandemic Planning – Connie Tillman (45 minutes)
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, August 13th, 2009 in room 173 of the Busch Student Center.

**Business & Finance Staff Present:**

Keith Emge   Eric Lewis   Michael Lucido   Tom Meadows  
Jeff Hovey   Katy Kovac   Jaqui Tague   Lisa Zoia  
Gary Whitworth

**Number of Business Managers Present:** 74  
**Number of Guests:** 4  
**Number of Business and Finance Representatives Present:** 9

Keith Emge welcomed everyone to the meeting.

**What’s New Review** - Keith Emge reviewed a few key items from the August issue of “What’s New”. Business Services has allowed for certain computer items to be purchased by using a P-Card. In the issue it shows a direct link to the CDW-G website in which a person may be able to purchase particular items. If someone should need a log-in account they may contact Brad Wolken at 866-222-3803. Travel will be rolling out a new expense reconciliation tool called Concur Expense which will assist with all expense reporting. Training will be held before the switch is made to this new tool. When it is rolled out to users it will appear on their “Tools” tab within the University Gateway. Lastly, a new packet was created for the Vendor Master Form, which includes the vendor information, a W9 form, and a direct deposit form. For more information and greater details read the latest What’s New”.

**Tom Keefe** – Keith Emge introduced the first speaker, Vice President of University Advancement, Tom Keefe. Tom started his presentation by speaking about the amount that comes to the University through gifts, and that all gifts should be going through University Advancement’s office in room 319 of DuBourg Hall. Tom said that each donor is going to need an acknowledgement from the organization that the gift was received, which is why it is necessary to direct the donor’s check to University Advancement. These donors will need their receipt when they file taxes. Another reason why it is so important for Advancement to get these checks is for the electronic record that is kept in Banner when the gift is received. Also, Tom said that Advancement does a very good job personalizing everything for the donor by calling them and sending letters to thank them for their contributions so it is not necessary for individuals outside of Advancement to call donors or send thank you letters to them for their gifts.

**Pandemic Planning** – Connie Tillman gave a presentation on pandemic planning and used powerpoint slides as well to assist with communicating her message. Some items that she said were very important for everyone to have in their households such as a “go-box” that you would
want to fill so that if, in case of an emergency, you have to leave your house you may grab this and leave. Other items that Connie stated should be found in your household can be found on her powerpoint presentation below. Also, Connie stated that we should all be more conscious of how we clean our offices and homes. People should begin to think about washing their hands more often and clean items in their offices or homes that are used often. Connie made a comment that it would better for people to be prepared for the new flu season and that shots would be available shortly. She stated there will be more information coming on Newslink and training sessions will be held around campus. Everyone should be watching for more information.

**Final Announcements** – Keith Emge told the audience that next week is Welcome Week, and that it would be a good thing for staff and faculty to assist with that in some way. If someone is interested in assisting with Freshman move-in, etc. then all they would have to do is contact Student Life and ask about volunteering. Keith also mentioned that there was an issue with reimbursements for Residents/Housestaff because departments were setting them up as new vendors in order to get their reimbursements created in eSeePay. The solution that was presented to the Business Managers was to get the Residents to update their EC (Employee Campus) addresses in Self-Service Banner. This would allow for the Business Manager to find these employees in the system and not have to fill out a W9 for each resident who needs to be reimbursed.

Minutes respectfully submitted by Keith Emge.
at
SAINT LOUIS UNIVERSITY
NOW is the time for members of the SLU community to prepare for an emergency.

Get ready before an emergency happens.

Your family may face pandemic flu, earthquake, tornado, fire, flood.
Missouri Department of Health and Senior Services

- create a **PLAN**
- prepare a **KIT**
- **LISTEN** for information
USE THESE TOOLS DEVELOPED BY Missouri Department of Health and Senior Services TO HELP GET YOUR FAMILY PREPARED

Your family’s well being and safety may depend on what your prepare NOW
create a **PLAN**

- Discuss with ALL family members what to do in case of emergency
- Talk about how to stay in contact if separated
- Think about sheltering in the home
- Plan how you would leave if need be
prepare a KIT

Emergency Kit Checklist

The following items should be part of your emergency kit and kept in a container that can be easily carried.

- Bottled water (One gallon of water per person per day, to last three days.)
- Canned or dried food (A three-day supply of non-perishable food items for each person. Remember a manual can opener.)
- Battery-powered radio
- Flashlight
- Extra batteries for radio and flashlight
- First-aid kit
- Prescription medicine
- Clean clothes and sturdy shoes
- Extra credit card
- Extra money
- Sturdy trash bags
- Formula and baby food if there is an infant in your home
prepare a **KIT**

**Water**

One gallon of water per person per day

Minimum of 3 days
prepare a **KIT**

Food/Cooking
prepare a **KIT**

Medical Supplies

![First Aid Kit](image1)

![Disposable Gloves](image2)
prepare a **KIT**

Hygiene
prepare a **KIT**

Communication
prepare a **KIT**

Light/Electricity
prepare a **KIT**

Flu Supplies
prepare a **KIT**

CAR
prepare a **KIT**

OFFICE
LISTEN for information

• stay calm
• battery operated radio
• extra batteries
• remain alert

Listen for information about what to do and where to go during an emergency. City, county, and state officials have developed emergency plans. During an emergency, it is important to follow their instructions and advice.

Other things to consider:
- Know the emergency and evacuation plans for your workplace. Have a supply of water and non-perishable food, like canned or boxed food, bread, and milk.
- Review the building’s emergency and evacuation plans if you are a senior citizen or a disabled person living in a special care facility.
- Identify people who can help you during an emergency if you are disabled living at home or in a special medical facility.
- Learn about emergency plans at your child’s school or day care center. State wide they have specific contact information for you and another member of your family.
- Keep a small, portable emergency supply kit in your car at all times. Include a gallon of water, several cans of food, and a manual can opener, a canning ring or extra can opener, extra batteries, and first aid supplies.

Consider your pet when preparing for an emergency.

To learn more about preparing for an emergency, visit [www.dhs.mo.gov]

Missouri Department of Health and Senior Services
Center for Emergency Response and Preparedness
573-522-4768
573-522-4769

Jefferson City, MO 65102-0570
Missouri Department of Health and Senior Services

- create a **PLAN**
- prepare a **KIT**
- **LISTEN** for information
Missouri Department of Health and Senior Services

Ready in 3 Materials

– Preparing for Pandemic Flu: A Community Guide
  http://www.dhss.mo.gov/Ready_in_3/PanFluCommunityGuide.pdf


– Family Plan / Emergency Kit Checklist
at

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