AGENDA

SLU Business Manager Meeting
August 7th, 2008
Busch Student Center, room 172
9:00a.m.-10:30a.m.

1) Meeting Overview/Announcements – Keith Emge (15 minutes)
   • Sign in Sheet
   • Review of July and August ‘What’s New?’

2) Budget Roll 2008 – Stacey Barfield (10 minutes)

3) Google Apps. Overview (Popular applications including Google Calendar) – Cameron McCrary (20 minutes)

4) Freshmen Move-In – Erik Bates (10 minutes)

5) Banking Services – Mindy Fenton (10 minutes)

6) Contract Signatures – Ken Fleischmann (10 minutes)

7) Q & A
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, August 7, 2008 at the Busch Student Center, Room 172

Business & Finance Staff Present:

Bruce Andres  Stacey Barfield  Vicki Cassady  Mary Drexl
Keith Emge    Mindy Fenton  Sharon Gajewski   Mary Gavach
Greg Haney    Jeff Hovey   Eric Lewis   Michael Lucido
Marsha McBride  Annaliese Neff  Lisa Zoia

Number of Business Managers Present: 74

Keith Emge welcomed everyone to the meeting.

What’s New Review  - Keith Emge reviewed the July and August issues of “What’s New”.

In the July issue  – Keith reminded everyone to update their information in Self Service Banner so that is will appear correctly in the upcoming SLU phone directory. The new reimbursement amounts for mileage is 58.5 cents per business mile. This new amount has been updated on the ETERV and BEEV forms. SLU’s new Amex Rep is Margie Collins, Margaret.M.Collins@aexp.com. Margie joins Beth Hitchcock with assisting SLU travelers and travel arrangers – phone 800-955-7497.

In the August issue  – To assist in speedy processing, for eSeePay-DPV don’t forget to include all backup documentation, including SSA’s and W-9’s, to accounts payable in the designated white envelopes. Please include any vendor proposal numbers or quote numbers on Purchase Orders. A Travel Tutorial will be available shortly on line and will be added to the Training Resources page. Keith Emge will send out an announcement to all business managers when the tutorial is available. Keith recognized Mary Gavach and the Business Services Group for the great Vendor Fair that was held on July 31.

Budget Roll  – Stacey Barfield-Harrington announced that the budget roll was complete and there were minimal errors this year. She thanked the Business Managers for the work they did to get all department budgets balanced. Stacey asked the Business Managers to pay special attention to FTE changes that are made throughout the year. They seem to cause problems when it is time to roll to the new budget year. If you have questions or need assistance throughout the year when you have budget/personnel changes, please do not hesitate to contact Stacy Barfield Harrington (977-3938), Bruce Andres (977-7073) or Eric Lewis (977-2891). One of the goals of Planning and Budget this year is to put in place a more automated system to simplify the budget process. Stacey also announced that the eSeePcon has been enhanced and now includes general expense and transactional data.

Google Apps.  – Cameron McCleary gave a presentation on the new Google calendaring and email system now in use by the University. To see Cameron’s presentation click here.

Freshmen Move-In  - Erik Bates, Residence Hall Coordinator, spoke to the Business Managers about assisting with freshmen move in. This will be the fourth year that SLU Faculty and Staff have assisted and it is very well received by the incoming freshmen and their parents. Erik encouraged all who are able to come out and help. Keith Emge reminded the managers to get permission from their supervisors before signing up to assist. To volunteer call Erik at 977-2972 or email him at ebates2@slu.edu.
**SLU Banking** – Mindy Fenton from the Treasurer’s office announced that Saint Louis University had selected Wells Fargo to handle banking for the University. At the direction of the SLU Finance Committee, a RFP was issued for Banking Services. Based upon the RFP responses and on-site demonstrations the team (consisting of reps from several areas of the University) recommended negotiating with US Bank, Bank of America and Wells Fargo. Due to pricing, services offered and commitment to the University, Wells Fargo was the bank selected. The go-live date for the new banking services is September 1st, 2008. Any changes that will affect a department will be communicated in advance. Although the University will be transitioning most of its cash management services to Wells Fargo, the US Bank branch and ATM’s will remain on campus and continue to provide banking services to the University community. For more information or if you have any questions or concerns, please call Mindy Fenton, 977-2466 or Vicki Cassady, 977-2221.

**Contracts** – Ken Fleischmann from the General Counsel’s office addressed the topic of contracts and who should be signing contracts. Unless you have been given written permission from Father Biondi, you should not be signing contracts. Ken introduced Tracy James, a new attorney in the General Counsel’s office who will be the primary contact for contract approvals. Tracy reminded everyone to run all contracts through the General Counsel’s office and they are working towards a two-week or less turn-around all contracts. You can reach Tracy at 977-7186 or email tjames3@slu.edu.

**Central Processing Center** – Sharon Gajewski reviewed changes in the Business and Finance Division that should enhance customer service, improve workflows, and develop cross-training within those areas. The CPC "Who Does What" listing was shared with everyone in attendance. Click here for more details.

**Future Meetings** – Keith Emge announced the next meeting will take place on October 9 in the Medical School, lecture hall A. Michael Lucido asked the Business Managers to contact him or Keith with suggestions or areas you want addressed at that meeting or at future meetings. Please check the meeting schedule for the location of all future meetings. The meeting was adjourned close to 10:10 a.m.

Minutes respectfully submitted by Mary Drexl.