AGENDA

SLU Business Manager Meeting

December 8, 2005

Allied Health Auditorium 1043

9:00 a.m.-11:00 a.m.

1) Meeting Overview/Announcements: Linda Bantle

2) Travel Program Update: Linda Bantle
   · Trip Number – automated process
   · Traveler’s FAQs
   · T&E Card and Expense Reporting

3) Payroll Update: Marsha McBride

4) Procurement Card Update: Tawnya Musial

5) Business Process Improvements – Open Session
Business Manager Meeting

Minutes of the Meeting of December 8, 2005

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, December 8, 2005 Allied Health Building, Room 1043.

Business & Finance Staff Present:

Gary Whitworth    Lee Kniebert    Dan Hitchell    Mary Drexel
Lisa Zoia        Linda Bantle    Doug Leavell
Bryan Pini       Marsha McBride  Tawnya Musial

Number of Business Managers Present: 41

Linda Bantle welcomed the Business Managers to the meeting.

Travel Program

Linda provided updates on the Travel Program. She asked that the approver’s include the name of the travel class when requesting a new user for AXO. The automated process for trip numbers will be available just after the holidays. A Travel FAQ’s is being drafted and will be available in the next few weeks. The site for the T&E Expense Reporting was released to SLU yesterday for testing. The implementation team will begin testing with the pilot group. E-mails went out yesterday asking approvers for their best estimate of the individuals that will need corporate cards and expense reporting training. This information will be used to plan the implementation and roll out of the corporate card and expense reporting programs. Linda was asked to check on the rates for covered parking at the airport and to follow up with Park Express as one employee was denied our special rate.

Payroll

Marsha McBride provided an update on direct deposit. E-mail reminders that are going out to those not participating in direct-deposit to sign up will also be sent to the time approvers. Marsha was asked to send the sample e-mail to the business managers.

Procurement Card

Tawnya Musial updated the group on the procurement card:
- A Web Recon demo (tool used to reconcile P-card charges) was provided to the implementation team. All present felt the tool was going to be easy to use and helpful in the reconciliation process.
- Final forms for the policies and procedures are being completed.
- Meetings with Amex and SLU IT to discuss requirements and timelines are ongoing.
- Goal is to start the pilot sometime in February. Soliciting anyone interested in the second wave of implementation.

Business Process Improvements

Bryan Pini looked back at what had been addressed over the past year in the business manager’s meetings. Business process improvements have been made but there is room for improvement. Areas that business and finance will continue to address with the managers are training, communication and reporting capabilities. Bryan asked the group to think about what they see as the most difficult or time-consuming aspect of their job and areas they would like to focus on in 2006. Replies included:

- **Automate Current Manual Processes**
  - IDO’s
  - Time change form
  - Labor redistribution
Time clock – institute for HSC departments (now maintained by Facilities Services)
Bid and Capital Management

However, it was noted to make sure when processes are changed that there is a full 360 evaluation. Departments have not been given the management reports needed when the process is automated.

- **WebFocus** – when it goes down, everyone suffers. An email informing the managers that WebFocus is down and a guesstimate as to when it would be functioning again would be helpful.

- **IT guest speaker** – it was suggested that Keith Hacke be invited to speak at an upcoming meeting to update all on the status of IT requests and the University’s scheduled updates of systems, especially the availability of an adhoc report writer for departments.

- **Policy and Procedure/ Banner Manuals** – there is no central site for all policy and procedures. Many new things have been added for Banner yet the manuals have not been updated and made available for the user community. There needs to be a cheat sheet/quick reference on Banner forms.

- **Hiring And Termination Process** – most feel it takes too long to have a new employee set up in the system after hiring. There needs to be a more streamlined process so that as you are hired, all of your access is established immediately. Terminated employees need to have their access removed immediately. A streamlined exit plan would be useful for security purposes. Jennifer Haegele, HRIS Director, will be invited to a future business manager’s meeting.

- **Establish Reports/Tools In Banner That Were Available In FRS**
  - The L86 report showing salary encumbrances is greatly missed – Dan reported that this will be available soon
  - Screen 284 – where you could type in a PO number and you could pull up all of the information related to that PO and the vendor.
  - Establish a search tool for vendors, a way to pull up all vendors by category.
  - Subtotals on operating ledger reports
  - Salary encumbrances
  - There is no way to know when a requisition is denied – IT is currently working on this

- **Purchasing Issues**
  - Concern was express regarding the timeliness of Purchasing processing the Master Vendor Form and how this holds up the requisition. It was suggested that a special e-mail be set up for sending these forms to purchasing to facilitate the process. This would eliminate the problem with faxes getting lost and allow easy back up when Amy is out of the office.
  - There needs to a way to determine the preferred supplier by commodity so that when a department wants to buy a particular product they can search for the University’s preferred supplier for this product – This could be available if the commodity code was used in Banner, however there are some problems implementing this. Purchasing will follow-up with the IT consultant on this.

*Salary Planner*
Dan Hitchell reported that they are working on the Salary Planner Domain and currently running tests. Send an email to Dan Hitchell to request Salary Planner – hitcheld@slu.edu

*Banner Brown Bag Lunches*
Jean Riley will schedule another lunch on the North side of campus to discuss Banner issues and share information. Everyone agreed there needed to be some follow-up Banner training offered to employees.

The meeting ended at 11:55 a.m.

Minutes respectfully submitted by Mary Drexl.