

Business and Finance Division

SAINT LOUIS UNIVERSITY

Business Manager Meeting

Minutes of the Meeting of February 9, 2006

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, February 9, 2006 in the Allied Health Auditorium, 1043.

Business & Finance Staff Present:

Gary Whitworth	Janice Crawford	Dan Hitchell	Mary Drexl
Lisa Zoia	Linda Bantle	Kim Etter	Greg Haney
Bryan Pini	Marsha McBride	Lee Kniebert	Tawnya Musial
Lavonnie Nettles			

Number of Business Managers Present: 64

Linda Bantle welcomed the Business Managers to the meeting.

Introductions-Announcements

Gary Whitworth introduced Kim Etter as the new manager of Accounts Payable and Travel. Kim asked all business managers to contact her with any ideas or comments that relate to AP and Travel.

Gary Whitworth announced that Dan Hitchell was leaving SLU to accept a position with Webster University. Dan has been with SLU for 15 years.

Payroll

Marsha McBride reported that 90% of SLU employees paid monthly are now using direct deposit. For employees paid bi-weekly the participation is at 80%. Marsha asked all managers to remind their department employees to keep their permanent address and personal information updated in Self Serve Banner. Student workers should change their permanent address to their local address if they live out of state or out of the country to ensure their checks come to them here. Payroll is working to have the employee name appear on the check stub on Banner.

Purchasing

Purchasing has reminded all managers to not sign contracts. For physician agreements and/or hires on the Medical side, Jeff Mossoff, CEO of the University Medical Group, should sign these contracts. The only other individuals authorized to sign University contracts are: Father Biondi, Dr. Weixlmann, Bill Kauffman and Bob Woodruff. If you need assistance with a contract for purchased items, service, or maintenance, Purchasing needs to be contacted and be involved in the process. We will receive better pricing and less liability exposure if only the Purchasing Department is negotiating contracts. There was a request to see if we could avoid issuing an Independent Contract Agreement when the charges were under \$100 – and just using a DPV in that instance. Janice Crawford will investigate to see if that would be possible. Contract updates:

1. Janice reported her department was in negotiations with Haworth and Hon for office furniture. Please contact Tawnya Musial or Lee Kniebert regarding purchasing furniture.
2. For departments that need to order less than 10 cases of product from Coca-Cola, place your order with Chartwell's. Chartwells has made an agreement with Van Vieregge (Student Development) to store and distribute minimum orders to departments at the same price they would pay to Coca Cola direct. If you have questions or need to place an order, please contact Martin George in Chartwell's Catering Office at 393-9604.

3. Departments may order furniture from Broadway Office Interiors only if BOI has the furniture in stock.
 - Shred-It – Lee Kniebert stated the following:
 - Once documents are shredded, Shred-It will send the original Data Destruction Certificate to the General Counsel's office for all departments. Any department that wishes to have a copy of the DDC must request it from the General Counsel's office.
 - Shred-It meets the HIPAA requirements for patient confidentiality.
 - Special pricing and bins are available for large purges.
 - Lee is checking with the General Counsel's office on retaining certain long-term documents. Information will be provided at the next meeting.

Budget Process

The Salary Planner Feed is up to date. There are budget refresher courses scheduled in Room 631 of the Salus Center throughout February. If you need more information on the refresher training classes, call Stacey Barfield at 977-3938.

Some dates to keep in mind:

March 13 – 17th Spring Break

March 20 – Salary Planner and Budget Due

3/21 – 5-3 – Fall 2006 Pre-registration

5/20 – Commencement

7/3 – FY07 Budgets Live in Banner

Financial Services

Lisa Zoia reported that email messages are being sent out to the initiator when a requisition is denied. Denied requisitions need to be corrected and completed or deleted out of the system.

Approving an invoice – it was suggested that messages not be sent to approve an invoice until the actual invoice is scanned into the system. Business and Finance is to follow up with ITS regarding this suggestion. The I# is the number you should use to pull up the document for approval.

Travel Program

Linda Bantle reported that the automated process for **trip numbers** should be available in the next few days. You will receive the trip number through Self Serve Banner. Please forward the **Travel FAQ's** to all of your department travelers. If you are not able to locate the lowest fare on the AmEX website, call our Amex reps, Sharon C. or Beth H. 800-955-7497 for assistance – option 2 for web fare guarantee. Linda Bantle is working to prepare a 1st Quarter Savings report for the new Travel program. Travel is currently working with Enterprise Leasing to work around their limited hours for pick-up and drop-off. The Travel Card program continues to be tested with 15 cards currently issued.

The meeting ended at 11:10 a.m.

Minutes respectfully submitted by Mary Drexler.