AGENDA

SLU Business Manager Meeting
February 14th, 2007
Medical School Lecture Hall A
9:00a.m.-10:30a.m.

1) Meeting Overview/Announcements
   • Sign in Sheet
   • Review of ‘What’s New?’

2) Salary Planner Updates - Stacey Barfield (25 minutes)

3) University Events - New Venues - Erin Kruse (20 minutes)

4) eSeePay - Online DPV System - Sharon Gajewski (25 minutes)

5) Q & A
Business Manager Meeting

Minutes of the Meeting of February 14, 2008

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, February 14, 2008 in the Medical School Lecture Hall A.

Business & Finance Staff Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Andres</td>
<td>Stacey Barfield-Harrington</td>
<td>La Donna Davis</td>
<td>Mary Drexel</td>
</tr>
<tr>
<td>Keith Emge</td>
<td>Melissa Ezell</td>
<td>Sharon Gajewski</td>
<td>Greg Haney</td>
</tr>
<tr>
<td>Jeff Hovey</td>
<td>Michael Lucido</td>
<td>Tom Meadows</td>
<td>Annaliese Neff</td>
</tr>
<tr>
<td>Linda Pizzo</td>
<td>Lisa Zoia</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Business Managers Present: 61

Michael Lucido welcomed everyone to the meeting. There will not be a Business Manager’s meeting in March, however an email will be sent out with “What’s New” attached. The meetings will resume in April with that meeting being held in Berea Hall, a new venue the University has acquired at 3050 Olive Blvd. A continental breakfast will be available for attendees at this meeting on April 10th. Please check the meeting schedule for the location of all future meetings.

What’s New Review - Keith Emge demonstrated how to locate the “What’s New” monthly newsletter on the Business Manager’s website. An issue will be distributed in March with updates even though there will be no meeting. Items that Keith reviewed were the Pay Date changes and Statement of Understanding requirements (applies only to those that process credit card payments in their area). An eSeeIDO update is also included in the February issue. For more details on these items, please read the current issue of “What’s New” on the website.

Salary Planner Updates – Stacey Barfield-Harrington reviewed the FY09 Budget Process. To view her presentation, please click here. Salary Planner and Finance Budget Development screens were uploaded from Banner on January 18, 2008. Salary Planner refreshes nightly and personnel account totals feed from SP to FBD every 30 minutes. An updated on-line tutorial will be posted on the Financial Planning & Budget home page by the end of February. Last year’s tutorial (currently posted) still serves as a good refresher. If you need an individual workshop with a member of the budget team you must first review the tutorial, then call Budget to schedule an appointment (Bruce Andres 977-7073, Eric Lewis, 977-2891, Stacey Barfield, 977-3938). Please prepare a written list of specific problems you are experiencing. Test Budget Rolls in EVAL are scheduled for 2/20/08, 3/5/08, 3/20/08 and one last date still to be determined. When you have a balanced budget to submit, non academic units send it to budget@slu.edu. Academic units need to submit their budgets to Paul Jackson, jacksonp@slu.edu, units on the medical side of campus need to submit their budgets to Ruth Hilderbrand hilderbrandr@slu.edu. Stacey reported that user access issues are currently being addressed. Some reminders from Stacey; Reclassifications need to be entered manually, as the HR refresh only picks up new hires and terminations. If you are transferring positions from one department to another within your area, Salary Planner works best if you move the positions first and then enter the pay increases. HR consultants now have access to Salary Planner for the departments they work with. The personnel pool is 4.5% for FY 09 and division leaders are encouraged to reward high performers. Remember the 4.5% must cover ALL personnel increases including reclassifications. All salaries need to be rounded up to the nearest $100. Enter salary increase comments via Employee Detail section. Academic units are limited to using 75 characters. There have been several improvements in reports that are available. Stacey will work up a “cheat sheet” and send to the Business Managers, highlighting which reports use Salary Planner data and which reports use live
Banner HR data. If you need to move a position, please email the budget office, budget@slu.edu.
Line item budgeting remains in effect for FY09.

**Venue and Rate Guide** – Erin Kruse from event services provided Business Managers’ with a Venue and Rate Guide which lists University venues that are available for bookings and the fees associated with each venue. The University recently acquired a new venue, Berea Hall, located at 3050 Olive Blvd. The April Business Manager's meeting will be held in this new venue. Erin also suggested recommending SLU to friends and neighbors looking to book a hall, room, etc. If someone that you refer books an event at SLU and tells the Event Specialist you referred them then you will be eligible to receive a free rental at SLU for personal use. Event Services will track this information each year and will give one free rental to the person who sends the most business to them. This free rental could be used for a wedding reception, shower, party, etc. For more information please contact Event Services at 977-6338.

**eSeePay – Online DPV System** – Sharon Gajewski, manager of Accounts Payable and Travel previewed the online DPV System. The new tool is user friendly and an on-line tutorial will be available by end of February. Before users are given access to this tool they must attend training. This new system is scheduled to go live by March 1, 2008. If there is paperwork that must accompany a payment, a copy of the DPV cover page should be submitted with supporting documentation. Sharon requests that ALL paperwork submitted be on 8 ½ x 11” sheets. This will speed up the scanning and indexing process. Special white inter-office envelopes will be distributed for routing DPV paperwork only. Hot pink stickers with the AP office address will also be supplied to speed up routing and delivery. The envelopes and stickers will be given out at training classes or are available through mail services. The on-line screen will indicate whether or not the supporting documentation has been scanned and is available for viewing.

The meeting was adjourned at 10:40a.m.

Minutes respectfully submitted by Mary Drexl.
Saint Louis University
Venue and Rate Guide

*Disclaimer – Maximum capacity does not include buffet tables, bar set-ups, stages, dance floors, etc.

Auditoriums and Classrooms
- Carlo Auditorium & Lobby
  - Theater-style, maximum capacity = 250
  - External rate = $250
- Kelley Auditorium
  - Fixed classroom-style, maximum capacity = 299
  - External rate = $250
- Lee Lecture Hall
  - Fixed classroom-style, maximum capacity = 180
  - External Rate = $250
- Baer-Fuller Lecture Hall
  - Fixed classroom-style, maximum capacity = 140
  - External Rate = $250
- Various Classrooms
  - Classroom-style
  - External Rate = $75 (maximum capacity of 50 or less) & $100 (maximum capacity of 51 or more)

Allied Health
- Multipurpose Room
  - Rounds, maximum capacity = 260; theater-style, maximum capacity = 300
  - External Rate = $400
  - DPS required at night and on weekends - $22/hr per officer

Berea Hall
- Sanctuary Room 100
  - Rounds, maximum capacity = 144; theater-style, maximum capacity = 200; reception, maximum capacity = 200
  - External Rate = $500
- Multipurpose Room 102
  - Rounds, maximum capacity = 176; theater-style, maximum capacity = 250; reception, maximum capacity = 200
  - External Rate = $500
- Multipurpose Room 111
  - Rounds, maximum capacity = 64; theater-style, maximum capacity = 100; reception, maximum capacity = 100
  - External Rate = $300
- Multipurpose Room 112
  - Classroom-style, maximum capacity = 32; theater-style, maximum capacity = 50
  - External Rate = $75
- Multipurpose Room 113
  - Conference, maximum capacity =16; theater-style, maximum capacity = 30
  - External Rate = $75
- Multipurpose Room 114
  - Classroom-style, maximum capacity = 24; theater-style, maximum capacity
  - External Rate = $75
- Conference Room 118
Updated 12/19/08

- Conference, maximum capacity = 10
- External rate = $60

**Boileau Hall**

- 1st Floor Multipurpose Room
  - Rounds, maximum capacity = 72, theater-style, maximum capacity = 150
  - External Rate = $400 (includes entire facility)
  - DPS required at all events - $22/hr per officer
- 2nd Floor Multipurpose Room
  - Rounds, maximum capacity = 48, theater-style, maximum capacity = 100
  - External Rate = $400 (includes entire facility)
  - DPS required at all events - $22/hr per officer

**Busch Student Center**

- Entire Multipurpose Room (170-173)
  - Rounds, maximum capacity = 1000; theater-style, maximum capacity = 1600; reception = 1600
  - External Rate = $2000
- Multipurpose Room 170
  - Rounds, maximum capacity = 250; theater-style, maximum capacity = 400; reception, maximum capacity = 400
  - External Rate = $500
- Multipurpose Room 171
  - Rounds, maximum capacity = 250; theater-style, maximum capacity = 400; reception, maximum capacity = 400
  - External Rate = $500
- Multipurpose Room 172
  - Rounds, maximum capacity = 250; theater-style, maximum capacity = 400; reception, maximum capacity = 400
  - External Rate = $500
- Multipurpose Room 173
  - Rounds, maximum capacity = 250; theater-style, maximum capacity = 400; reception, maximum capacity = 400
  - External Rate = $500
- St. Louis Room
  - Rounds, maximum capacity = 300; theater-style, maximum capacity = 500, reception, maximum capacity = 500
  - External Rate = $700
- Room 251 (A & B combined)
  - Theater-style, maximum capacity = 96
  - External Rate = $175
- Room 251A
  - Theater-style, maximum capacity = 55
  - External Rate = $100
- Room 251B
  - Theater-style, maximum capacity = 41
  - External Rate = $75
- Room 253 (A-D combined)
  - Classroom-style, maximum capacity = 114
  - External Rate = $300
- Room 253A
  - Classroom-style, maximum capacity = 30
- Room 253B
  - Classroom-style, maximum capacity = 28
  - External Rate = $75
- Room 253C
  - Classroom-style, maximum capacity = 28
  - External Rate = $75
- Room 253D
  - Classroom-style, maximum capacity = 28
  - External Rate = $75
- Room 254
  - Classroom-style, maximum capacity = 36
  - External Rate = $75
- Room 315
  - Conference set, maximum capacity = 10
  - External Rate = $60
- Room 317
  - Conference set, maximum capacity = 10
  - External Rate = $60
- Room 351
  - Classroom-style, maximum capacity = 24
  - External Rate = $75
- Room 352/353
  - Theater-style, maximum capacity = 128
  - External Rate = $300
- Room 352
  - Theater-style, maximum capacity = 64
  - External Rate = $150
- Room 353
  - Theater-style, maximum capacity = 62
  - External Rate = $150

**Cupples House**
- 1st & 2nd Floor
  - Rounds, maximum capacity = 60; reception, maximum capacity = 150
  - External Rate = $400 (External events hosted by University faculty, staff, partners)
  - External Rate = $950 (External group)
  - Weekend surcharge (Friday, Saturday, Sunday) = $50 (External events hosted by University faculty, staff, partners) & $250 (External groups)
  - Housekeeping fee = $50 per 50 guests (All groups)
  - Piano fee = $100 (All groups)
  - Wedding Photography (up to two hours) = $175 (All groups)
  - DPS required at all events - $22/hr per officer (All groups)
  - Damage Deposit = $250 (External groups only)

**DuBourg Hall**
- DuBourg 157
  - Rounds, maximum capacity = 100; theater-style, maximum capacity = 250; reception, maximum capacity = 300
  - External Rate = $400
- Pere Marquette Gallery
- Rounds, maximum capacity = 120; theater-style, maximum capacity = 150; reception, maximum capacity = 200
- External rate = $500
- DPS required at all events - $22/hr per officer
- **DuBourg 409 (Grand Hall)**
  - Rounds, maximum capacity = 192; theater-style, maximum capacity = 200; reception, maximum capacity = 250
  - External Rate = $400
- **DuBourg 404**
  - Conference set, maximum capacity = 23
  - External Rate = $75
- **DuBourg 406**
  - Conference set, maximum capacity = 18
  - External Rate = $75

**Manresa Center**
- **Guest Rooms**
  - Main House = 21 singles, 9, doubles, 4 triples
  - Chapel = 5 beds
  - External Rate = $30/bed/night
- **Conference Room 1B**
  - Conference set, maximum capacity = 6
  - External Rate = $60
- **Conference Room 1C**
  - Conference set, maximum capacity = 18
  - External Rate = $85
- **Conference Room 1D**
  - Conference set, maximum capacity = 6
  - External Rate = $60
- **Conference Room 2A**
  - Conference set, maximum capacity = 12
  - External Rate = $85
- **Chapel**
  - Theater-style, maximum capacity = 60
  - External Rate = $260
- **Dining Room**
  - Rounds, maximum capacity = 60
  - External Rate = $135
- **Living Room**
  - Standard set, maximum capacity = 15
  - External Rate = $75
- **Auditorium**
  - Theater-style, maximum capacity = 150
  - External Rate = $260

**Vendors**
- **Busch Student Center Lobby**
  - (1) 8ft & 2 chairs
  - External Rate = $125/day
- **Outside Venues**
  - (2) 8fts & 4 chairs

Updated 12/19/08
- External Rate = $125/day
- (4) 8fts & 8 chairs included
- External Rate = $225/day
- (5 or more) 8fts & chairs
- External Rate = $375/day