Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, January 12, 2006 in the Busch Student Center, Room 253.

Business & Finance Staff Present:

Gary Whitworth  Janice Crawford  Dan Hitchell  Mary Drexl
Lisa Zoia  Linda Bantle  Doug Leavell  Bruce Andres
Bryan Pini  Marsha McBride  Lee Kniebert  Tawnya Musial
Stacey Barfield  Trish Downey  Maureen Gains  Nehla Mehta
Scott Denney  Leora Nettles

Number of Business Managers Present: 65

Linda Bantle welcomed the Business Managers to the meeting.

Advertising Needs and Purchases
Kathryn Hundman gave a presentation regarding the marketing of SLU and the benefits of using the marketing department for all of your advertising needs. They have negotiated rates with print and electronic media, which will save the departments money. All external ads need to be reviewed and approved by the Marketing Department. All expenditures over $200 must be pre-approved. Joe Muehlenkamp, director of marketing and media relations, HSC, and Miriam Hallazgo, director of marketing and provider services for HSC, also spoke giving additional information regarding the marketing of SLU’s medical school and services.

Payroll
Marsha McBride reported that 80% of SLU employees are now using direct deposit. As of January 20th, those not taking advantage of direct deposit will have their checks mailed to the address that is in their personal information in Self Serve Banner. Marsha encouraged all business managers to remind their staff to make sure the permanent address that is listed is up to date. The 2005 W 2’s are nearly completed. For employee inquiries on W-2’s, please remind them that they are due by 1/31/2006 and to wait until February 2nd before requesting another W-2. An email will be sent to all business managers notifying them once the W-2’s are mailed. The plan is to have the W-2’s available on-line next year. For newly hired employees, Marsha will ask Human Resources to give the employee a direct deposit form along with their I-9. Marsha introduced her staff, including the two new staff members - Scott Denney and Maureen Gaines. Marsha will update the payroll section of the Business and Finance web site to list what each of her staff members’ responsibilities are. This should assist everyone when they have a payroll problem or question by giving you the proper contact person.

Budget Process
Dan Hitchell gave a presentation on the upcoming budget process. The School of Medicine and UMG will operate on an accelerated schedule. There are budget refresher courses scheduled in Room 631 of the Salus Center for the end of January and 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  

Dan mentioned that the FY06 had 261 days and FY07 has 260. The majority of the business managers who voiced an opinion thought the Budget should assume 260/days each year instead of fluctuating year to year.  

SLU is part of a test group for Salary Planner so everyone needs to let Dan know what they would like to be in Salary Planner. We are driving the product.  

Don’t forget to sign up for a refresher course in budget preparation.  

**Travel Program**  
Linda Bantle reported that the automated process for trip numbers is now in the testing stage. You will receive the trip number through Self Serve Banner. More instructions are to come once the procedure is finalized. Travel FAQ’s is nearly complete and will we available shortly. T&E Expense Reporting is being testing with the pilot group. A new Travel Web page is being developed with the assistance of the web design team in the marketing department.  

**Procurement Card – Purchasing Update**  
Janice Crawford gave an update on the status of the P-card.  
  o 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. It is anticipated the initial P-Card pilot group testing will begin in February.  
Purchasing is looking into ways to provide greater information on vendors. Anticipation that the new version (7.0) of Banner will provide field specific security versus screen; which will allow users to view vendor number, name, address, phone and fax numbers, as well as contact information. There is now an email account mastervenform@slu.edu for submitting new master vendor forms. The updated form and information will be included in the Purchasing web page. This should eliminate the problems of lost faxes, etc.  

The meeting ended at 11:20 a.m.  

Minutes respectfully submitted by Mary Drexl.