

## **AGENDA**

**SLU Business Manager Meeting  
June 11<sup>th</sup>, 2009  
Schwitalla Hall, Lecture Hall C  
9:00a.m.-10:30a.m.**

- 1) Announcements – Keith Emge**
  - **Sign in Sheet**
  - **May and June ‘What’s New?’**
- 2) Lawrence Biondi, S.J., President**
- 3) Standard Sole Source Form – Jeff Hovey (10 minutes)**
- 4) Personal Protection and Pandemic Planning – Connie Tillman (45 minutes)**
- 5) Business and Finance Website – Eric Lewis (10 minutes)**

## **Business Manager Meeting**

### **Minutes of the Meeting of June 11, 2009**

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, June 11, 2009 at the Schwitalla Hall, Lecture Hall C.

#### **Business & Finance Staff Present:**

Bruce Andres	Mary Drexl	Keith Emge	Sharon Gajewski
Jeff Hovey	Lee Kneibert	Eric Lewis	Michael Lucido

**Number of Business Managers Present: 73**

**Number of Guests: 10**

**Number of Business and Finance representatives: 10**

Keith Emge welcomed everyone to the meeting.

**What's New Review** - Keith Emge reviewed a few key items from the May and June issues of "[What's New](#)". As purchase orders are entered for the upcoming fiscal year, please assist the Central Processing Center by completing the **commodity description** with useful information including your department name and the vendor account number or machine serial number. This will greatly improve processing for SLU and will assist the vendor in applying the payments for the correct invoice. SLU has a new [printing policy](#) and [ad policy](#) which all departments must follow. **Sam's Club** now offers Click and Pull for placing orders in advance. A new policy has been established for the **procurement of consultants**. Read the [full policy](#) for complete details. The **Annual Vendor Fair** will be held on July 29 from 10 – 2:30 in the Wool Ballroom in the Busch Student Center. Travel will be rolling out a new expense reconciliation tool called Concur Expense which will assist with all expense reporting. Training will be held before the switch is made to this new tool. All new vendor requests must be submitted along with a W-9 before they will be processed. For more information and greater details read the latest [What's New](#)".

**Father Biondi** – Michael Lucido introduced the guest speaker, Father Biondi. Father stated one of his goals was to get out and meet the individuals running the University business. He had hoped to make it to a meeting sooner, but had a dental emergency that lasted over two months. The past year was a difficult year but Father reported the University is on good financial ground. The budget was scrubbed and cuts were made in a manner that did not damage the University's mission. Father stated that Washington University had secured over \$300 million in federal grants last year compared to Saint Louis University receiving just over \$60 million. That must be improved upon. Father announced that the University was currently researching the possibility of a new Ambulatory Care Center that would replace the old Doctor's Office Building. The Law School expansion project received a \$3 million donation from Anheuser Busch In-Bev.

Father reminded everyone present that they have a responsibility to the University to follow policy and do the right thing. If anyone is being pressured into doing something by a supervisor that they know is wrong and not in the best interest of the University, please come forward. No one should feel pressured to do anything they know is against University policy. Father would like all business managers to send him a list of 10 suggestions for cost efficiencies in a personal and confidential envelope. Please put your name on the outside of the envelope so he knows who has responded. If Father shares any of these suggestions, he will make certain your name is not written on any of the paperwork. Father opened the floor and took questions. A business manager asked for information on the Grand Bridge construction project. Father said the project will begin on March 1<sup>st</sup>, 2010 and the bridge will be shut down for 12 months. A business manager asked about Enrollment numbers for the fall and Father reported that the numbers look promising, but until the students actually show up, nothing is taken for granted. On-campus living for freshmen and sophomores will be required by the fall semester, 2010. Father stated there were a number of housing construction projects currently underway around campus and there should be sufficient beds by fall, 2010.

Father thanked the business managers for their time and their hard work and reminded everyone to get their suggestions into him by Wednesday, June 17.

**Ken Fleischman** – Vice President of Human Resources, Ken Fleischman, addressed the Business Managers to announce some changes in HR. Kate Wacker has been promoted to Project Manager of the Professional and Organizational Development team, and Karen Nolkemper, was promoted as its new director. Patty Haberberger is now in charge of the Client and Consulting Services group. Training and Organizational Development are two key areas of HR. Ken reminded everyone to complete their PCP's. Ken will be changing the PCP's to a once a year requirement. If you have recently completed your PCP, you do not need to complete another one by fiscal year-end. Ken reminded the managers to use this tool as a way to coach employees and change the culture of their department. Ken also announced that Lisa Terneus from Father Reale's office will be assisting HR with various orientation projects. Ken stated that he is considering an employee review board or peer review committee to help resolve conflicts. Ken also stated that under existing budget and salary requirements for 2010, all salary increases relating to reclassifications or internal promotions occurring after July 1, 2009 will be realized on July 1 of next fiscal year. The EAP (Employee Assistance Program) services were put out for a bid and a new provider has been selected. This will save over \$1 million for the University.

**Sole Source Provider** – Jeff Hovey, Assistant Director of Procurement, reviewed the University's requirement for using a sole source provider. On contracts over \$5000, 3 bids are required. If you are unable to obtain 3 bids, you must complete the [Sole Source Form](#) located on the Business and Finance website and submit it to purchasing.

**Personal Protection and Pandemic Planning** – Connie Tillman was planning on giving a presentation on pandemic planning but ran out of time. She stated there will be more information coming on Newslink and training sessions will be held around campus. Everyone should be watching for more information.

**Business and Finance Website** – Eric Lewis was scheduled to give a brief tour of the new Business and Finance website, but there wasn't time to review. Please check out the new website on your own and if you have difficulty locating something on the new site, please contact Eric Lewis at 7-2891 or Mary Drexler at 7-2233

**Future Meetings** – Keith Emge announced the next meeting will take place on August 13 at the BSC, room 173. The meeting was adjourned at 11:10 a.m.

Minutes respectfully submitted by Mary Drexler.