AGENDA

SLU Business Manager Meeting
August 12th, 2010
Busch Student Center, Room 170
9:00a.m.-10:30a.m.

1) Announcements – Keith Emge
   - Sign in Sheet
   - May, June, July, and August What’s New?

2) Delegation of Contract Authority – TBA

3) Freshmen Move-In/ASK ME Campaign – Kelly Herbolich

4) Salary Planner Review – Keith Emge
Business Manager Meeting

Minutes of the Meeting of August 12, 2010

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, August 12, 2010 in room 170 of Busch Student Center.

Business & Finance Staff Present:

Bruce Andres        Keith Emge
Mindy Fenton        Jaqui Tague
Tom Meadows         Lisa Zoia
Annaliese Giordano  Sharon Gajewski

Number of Business Managers Present: 71
Number of Guests: 2
Number of Business and Finance Representatives Present: 8

Keith Emge welcomed everyone to the meeting.

Keith Emge welcomed everyone to the meeting and went over the agenda.

‘What’s New?’ Review: Keith Emge reviewed a few key items from the May, June, July and August editions of ‘What’s New?’

- May
  - Concur Expense: updates, frequently asked questions and information on setting up profiles
    - Question: Is the Concur system automatically updated if an employee changes departments? Sharon Gajewski answered: No, an email needs to be sent to Lori Myers (lmyers7@slu.edu) or Sara Bauman (sbaum4@slu.edu) to have the profile updated.
    - Question: What if the traveler’s name in the system doesn’t match their ID? Sharon Gajewski answered: An email needs to be sent to Lori Myers (lmyers7@slu.edu) or Sara Bauman (sbaum4@slu.edu) to have the profile updated.

- June
  - Business Services: Requirements for P-Card purchases over $5000. A sole source letter or three competitive bids must be submitted to Purchasing in advance of the actual purchase for review and approval.
    - Lynne Weinzeettel: The medical center finance office does not need copies of sole source letters or competitive bids, they should be sent directly to Purchasing.
    - Annaliese Giordano: Sole source letters and competitive bids can be sent to solesourceform@slu.edu.

  - Concur Expense: Information on groups being added to Concur Expense to make reporting easier, limit on tips per the travel policy and information about reviewing open Trip IDs prior to year end.
• Sharon Gajewski: Asked that business managers review Trip ID’s quarterly, not just at year-end.

• July
  o Business Services: Information on the Vendor Fair
  o Central Processing Center: Check open invoices and Purchase Orders to make sure they are processed by year-end. Also, information on Conference Hotel Documentation.

• August
  o Central Processing Center:
    ▪ Changes in requirements at Southwest Airlines
    ▪ Full SFPD requirements
    ▪ Information required to be included in Cliqbook profile
  o Treasurer’s Office: SLU Marketplace

For more information and greater details on any of these items, please reference the ‘What’s New?’ webpage.

Delegation of Contract Authority: Michael Lucido discussed a memo regarding who at the University has the authority to bind the University into contracts. For more information on this topic, please refer to the attached memo and charts provided by the Office of General Counsel.

• All contracting authority prior to 7/1/2010 was rescinded and reissued
• If you do not have a letter from the president dated after 7/1/2010, you are not authorized to enter into contracts on behalf of the University.
• If you had authority before, but you did not receive a new letter, you no longer have authority.
• Authority is for the position and not the person, so if you change positions, you leave your authority with your position.
• Authority is over Unrestricted Funds, which include 1-, 2-, 3- and UMG funds.
• With your authority, you may only commit funds under your control.
• In most cases, invoices are not contracts. You do, however, need someone with authority to commit funds up-front of products or services.
• Deans and others specific persons with authority can sign STANDARD TEMPLATES but any changes in contracts or variations from the standard must be reviewed by the Office of General Counsel.
• If you need to know who to go to for specific contracting authority, contact the General Counsel’s office on either the Frost or Medical campuses.
• Question: Who signs if the amount of the contract exceeds the person’s contracting authority? Michael Lucido answered: The footnote to the charts states the order of which approvals progress, refer to the chart for information.

Freshman Move-In/ASK ME Campaign: Kelly Herbolich stated that volunteers are needed to help with Welcome Week.

• Faculty/Staff Move-In Assistance
  o Check-In Tables (positions available)
- Greeters (direct the lines)
- Stations (help with administrative duties)
  - Physical Move-In Assistance (positions available)
    - Help direct parking
    - Walk residence hall floors
    - Move-in crews
  - Volunteers needed on Wednesday, August 18 and Thursday, August 19 starting at 11 am.
- **ASK ME Tables/Tents**
  - Three Locations
    - Reinert
    - Griesedieck
    - Medical Center Campus
  - Tables stationed to allow students and parents to ask questions about SLU, St. Louis, Welcome Week, etc.
  - Supplies will be available to help volunteers answer questions.
  - Vacancies at Griesedieck and Reinert Wednesday-Friday, August 18-20 beginning at 1 pm.
- **Commitment**
  - 2 hour shifts
  - There is an online form you can fill out to volunteer.
  - Renee Skau and Kelly Herbolich will assign shifts and you can contact either of them for information.
  - Volunteers will wear ‘ASK ME’ buttons so that parents and students will be able to identify them and ask for help.

**Salary Planner Review:** Keith Emge began by discussing the timeline for the Salary Planner Roll process. Stating that, between the time in which Budget opens the Salary Planner screens to the Business Managers and when they are closed, there are only a few methods in which the records of an employee will change. These methods include: changes within SSB Salary Planner that include both changes to the job AND the position as well as Add/Delete EPAFs.

What to look for in regards to the timing:
- We will increase the timeliness of our collaboration with HR and others
- Updated documentation will be sent out and posted
- Explanation of the NBPSPEX role

We then went over the NBPSPEX process – what it is (picks up all add/delete EPAFs before the effective date of July 1st), what it does to records in Salary Planner (pulls new hires into Salary Planner and pulls out any records that have end job or termination EPAFs), and when it is run (nightly).

What we went over and what to look for in regards to this process:
• NBPSPEX must be continued to ensure that records enter and exit the system correctly
• Business Managers could assist in monitoring the EPAFs that they send out and check SSB Salary Planner to make sure that the changes are reflected for the upcoming Fiscal Year

The next topic was ‘zero pay’ changes to employee records, and the issues associated with this. It is preferred that people not change an employee’s salary or pay rate in Salary Planner to $0 or the record will roll into the new year with that pay rate. Then, should that person log any hours in the new fiscal year, they will not be paid for the hours that they worked.

What was discussed in regards to this topic:
• Changes in Salary Planner to make someone’s salary or pay rate $0 should not be allowed unless the situation absolutely warrants it.
• There will be follow-up communication in regards to this.

Keith then went over the results of the Salary Planner Roll as far as the numbers of records that were changed, how many ‘zero-pay’ records were applied, as well as any other issues that Budget came across while performing the roll.

After reminding the group to double-check employee records in SSB Salary Planner after their EPAFs are put into the system, Keith gave the contact information of all those who are involved in the process.

Question Asked: Do you have to check Salary Planner after the roll, or only INB? Keith Emge answered: No, it is not necessary to check after the roll but it should be checked between when the screens close and when the roll is complete. As far as INB is concerned, the records should be checked in the 2011 record (for both NBAJOBS as well as NBAPBUD) to see if it is correct.
MEMORANDUM

TO: University Vice Presidents and Business Managers

FROM: William R. Kauffman
         Vice President and General Counsel

DATE: August 11, 2010

SUBJECT: Delegations of Contracting Authority

Several individuals across the University in the past couple of weeks have received new letters of Contracting Authority from the President. Permit me to explain why this has occurred and also provide additional information about contracting on behalf of Saint Louis University.

While the University is an identifiable legal entity, it is capable of acting only through the authorized acts of its representatives. In order to implement the Board of Trustees’ grant of corporate authority to the University President and others, the University has granted authority to enter into contracts on behalf of the University to a number of individuals. Because of the serial fashion in which this has occurred, various inconsistencies have developed in contracting authority for similar positions. As a result of these inconsistencies and the fact that people who have never been authorized to commit the University contractually are signing contracts, it was decided to rescind all exiting statements of authority prior to July 1, 2010, develop new authorizations and thereby clarify who has authority, the limits of that authority and tell those who are acting without authority to stop seeking to bind the University.

With this in mind, please note the following:

1. If you do not have a letter of Contracting Authority dated post July 1, 2010, you do not have authority to enter into contracts or make financial commitments on behalf of the University. If you seek to commit the University without authority to do so, you can be personally liable for your actions.

2. The new letters of Contracting Authority revoke any previous letters of contracting authority that were granted.

3. Only the President may delegate contracting authority, it may not be delegated by any other individual, therefore if your letter is not from the President it is not an authorized and valid delegation.

4. If a position requires a delegation of contracting authority, all supported requests must be submitted to the Office of the General Counsel by the appropriate Vice President to which the position reports.
5. Contracting authority is delegated to positions and thus the individual whom holds the position is the authorized designee/delegate. Contracting authority does not remain with individuals who are not holding the position to which the authority has been delegated.

6. “Unrestricted funds” as referenced in the letter includes general operating, designated, sponsored programs, and SLUCare funds.

7. Your authority to commit funds is limited not only by any established limits as specified in the delegation letter, but also by the position’s control over the funds which they are committing. An individual is not authorized to commit funds that are not within their financial management. The position’s control over funds is controlled by policies and procedures of Business and Finance.

8. Contracting authority is a delegation to a position to contractually commit University funds. A contractual commitment is any commitment that outlines terms for performing or receiving a service or product.

9. In most cases, invoices are not contracts. A contract is established prior to invoicing for the goods or services received or performed. Procedures outlining the process for payment of invoices are governed by the Policies of Business and Finance. For example, a person with delegated contracting authority is the required signatory for a contract that states the University will pay $xx,xxx for a service or product that will be received over the next 12 months, and the company will bill quarterly for the goods or services received. However, a delegation of contracting authority is not required for an individual to process payments from an invoice through the University system. Business and Finance policies govern who can process the quarterly invoices for payment.

If there is any doubt or question as to whether or not an individual needs authorization or is authorized to sign a document, please contact the Office of the General Counsel for guidance.

cc: Lawrence Biondi, S.J.
# Decisions Involving Ledger 8 Funds

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*Real Estate Commitments: Only the President, VP & CFO, Treasurer, VP & General Counsel, and Director of Real Estate have authority for the acquisition or lease of real property.

**The process for creation of a new position includes submission of a memorandum to the VP for HR, and VP and CFO, explaining rationale for creation of new position and identification of funding sources. VP of HR will confirm funding with the Budget Office, complete a staffing analysis, and forward recommendation to President for approval. Exceptions to this rule apply when positions can be fully funded through alternative funding (the UMG, a grant, a designated fund, or reallocation of budgeted personnel and fringe benefit dollars). When positions are fully funded through alternative funding, these requests will not need approval from the President.

For matters where a responsible unit official lacks signature authority, the President should be consulted first, with consultation of the Vice President and CFO or Vice President and General Counsel only in the absence of the President.

Presidents authority is limited only by action of the Board of Trustees.
### DELEGATION OF AUTHORITY TO EXECUTE CONTRACTS AND MAKE COMMITMENTS ON BEHALF OF SAINT LOUIS UNIVERSITY

**August 1, 2010**

#### Capital Expenditures:

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<tr>
<td>Staff New Position Creation</td>
<td>Becomes Monthly</td>
<td>Reports</td>
<td>All **</td>
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<tr>
<td>Faculty &amp; Staff Annual Fiscal Year Compensation</td>
<td>All</td>
<td>Recommends to President</td>
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</tbody>
</table>

#### Other Appointments:

<table>
<thead>
<tr>
<th>Category</th>
<th>University President</th>
<th>Vice President Health Sciences</th>
<th>Vice President Frost</th>
<th>Vice President Madrid</th>
<th>Vice President Facilities Management</th>
<th>Vice President Information Technology</th>
<th>Vice President &amp; General Counsel</th>
<th>Vice President for Advancement</th>
<th>Vice President &amp; CFO</th>
<th>Vice President of Human Resources</th>
<th>Vice President Student Development</th>
<th>Vice President Mission &amp; Ministry</th>
<th>Vice President for Research</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Official for Radiation Safety Committee</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<td>All</td>
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**Footnotes:**

- **Capital Expenditures:** The terms "University President," "VP-BUD," Treasurer, "VP & General Counsel," and Director of Real Estate have authority for the acquisition or lease of real property.
- **Other Commitments:** The process for creation of a new position includes submission of a memorandum to the VP for HR, and VP and CFO, explaining rationale for creation of new position and identification of funding sources. VP of HR will confirm funding with the Budget Office, complete a staffing analysis, and forward recommendation to President for approval. Exceptions to this can apply when positions can be fully funded through alternative funding (the UMG, a grant, a designated fund, or reallocation of budgeted personnel and fringe benefit dollars). When positions are fully funded through alternative funding, these requests will not need approval from the President.

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**For matters where a responsible unit official lacks signature authority, the President should be consulted first, with consultation of the Vice President and CFO or Vice President and General Counsel only in the absence of the President.**

**President’s authority is limited only by action of the Board of Trustees.**

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**Approval of this document updates the previous policy on August 1, 2010.**
ASK ME campaign
Asking for Volunteers

1. Faculty/Staff Move-in Assistance
   - Check-in tables
     • Greeters (direct the lines)
     • Stations (help with administrative duties)
   - Physical Move-in Assistance
     • Help direct Parking
     • Walk the floors in the residence halls
     • Move-in crew
2. ASK ME Tables/Tents

- Three locations
  - Reinert
  - Griesedieck
  - Medical Center campus

- Tables stationed to allow students and parents to ask questions about SLU, Saint Louis, Welcome Week, etc.

- Supplies available to help answer questions
Asking for Volunteers

Commitment...
  – All shifts are 2 hours each

Faculty/Staff Move-in
  – Assistance needed for Wednesday, August 18 and Thursday, August 19 shifts beginning at 11:00 a.m.

ASK ME Tables/Tents
  – Vacancies for Gries and Reinert Wednesday, Aug. 18, Thursday, Aug. 19, and Friday, Aug 20 beginning at 1:00 p.m.
Interested?

Form available that I will email to Keith Emge.

Please respond as soon as possible.

Myself or Renee Skau (from Housing and Residence Life) will respond to let you know your task!

We’ll supply an ASK ME Button to wear throughout Welcome week and Welcome Back week.
Any Questions?

Email Kelly Herbolich at kherboli@slu.edu.
Salary Planner Timing

Loading of the Salary Planner records
(in January or February)

Salary Planner Changes
Add/Delete EPAFs

Applying all of those records (in July)
Salary Planner Timing – Remediation:

• Update communications

• Provide documentation

• Discuss process – particularly the NBPSPEX process for Adds/Deletes
NBPSPEX Process

• What is it?

• What does it do/not do to Salary Planner?

• When is this run?
NBPSPEX Process – Remediation:

- Continuation of the process
- Monitor EPAFs
Zero Pay Rate

• Zero Pay vs. End Job EPAFIs

• Issues with Zero Pay
Zero Pay Rate – Remediation:

• Should we allow Zero Pay EPAFs?

• Follow-up communication
Salary Planner Results

• There were 7,071 Job EPAF s that were created and applied (this includes 8,887 lines of Job Labor Distribution)

• There were 7,010 Positions that were loaded (this includes 8,959 lines of Position Labor Distribution)
Salary Planner Results (cont.)

• There were 159 Zero Pay Rate EPAFs applied

• There were 24 exceptions that were identified that needed to be changed due to different job attributes in INB vs. that of Salary Planner
Salary Planner Results – Remediation:

• Do not allow for any job attribute changes to occur – if these change the record, it could force the current salary to load into the new year

• Check for differences in pay rates (INB vs. Salary Planner) both during and after
QUESTIONS?
Salary Planner Contact Information

FINANCIAL PLANNING AND BUDGET:
  Dave Heimburger  7-3920
  Bruce Andres  7-7073
  Keith Emge  7-2228
  Jaqui Tague  7-4212

HUMAN RESOURCES:
  Marsha McBride  7-2383
  Carolee Patek  7-2381
  Helen Abbott  7-2305

INFORMATION TECHNOLOGY:
  Tim Moser  7-3059