AGENDA

SLU Business Manager Meeting
March 8, 2018
Busch Student Center, Rm 253 A-C
9:00a.m.-10:30a.m.

1. Announcements – Sign in Sheets
   - Introduction of New Employees
   - Future Business Manager Meetings
     - Solicit input on future meeting topics
     - budgetoffice@slu.edu or samantha.n.myers@slu.edu or 7-3920
     - June 14, 2018 LRC Auditorium B

Updates from the following areas:

2. Capital Campaign - Stephanie Nigh, Development Office

3. Contract Management Services - Ellen Borowiak, Business Services and Susan Caldwell, SLUcare Admin

4. Purchasing - Jake Prange, Business Services

5. Bicentennial – Laura Geiser, Brand Management

6. F19 Budget - Brianne Burcke, Financial Planning & Budget
Campaign Update
March 8, 2018
Campaign Progress

Working Goal = $500,000,000

- Raised to Date = $188,282,977
- Verbal = $65,129,000
- Pending = $48,583,583
<table>
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<tr>
<th>Range</th>
<th>Dollars Raised Amount</th>
<th>Range Goal Count</th>
<th>Dollars Raised Count</th>
<th>Range Goal Amount</th>
<th>% to Goal Amount</th>
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<td>$500,000</td>
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<td>200</td>
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<td>$25,000</td>
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<td>500</td>
<td>848</td>
<td>$5,000,000</td>
<td>235.5%</td>
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<tr>
<td>&lt; $10,000</td>
<td>$22,683,832.36</td>
<td>100,000</td>
<td>82,227</td>
<td>$95,000,000</td>
<td>23.9%</td>
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<td><strong>Totals</strong></td>
<td><strong>$187,063,743.28</strong></td>
<td><strong>101,635</strong></td>
<td><strong>83,920</strong></td>
<td><strong>$500,000,000</strong></td>
<td><strong>37.4%</strong></td>
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Milestone Goals

- $150 Million by July 1, 2017
- $280 Million by July 1, 2018
- $500 Million by July 1, 2020
Campaign Priorities

- Academic Excellence = $66,121,651
- Athletics = $9,569,181
- Business Education = $26,504,994
- Health & Medicine = $44,321,312
- Scholarship = $41,765,837
Public Phase

Faculty/Staff Campaign
August 2018

Campaign Kick-off Gala
Saturday, November 17, 2018
Chaifetz Arena
Questions?
Agiloft Contract Management System

University wide system to automate contract reviews, approval and signature.

Contracts from all University units are to be routed through the system, excluding faculty employment contracts.
Agiloft Contract Management System

Agiloft Core Team

- Ellen Borowiak, Contracts Program Mgr, Business Services
  - Susan Caldwell, Contracts Manager, SLUCare
  - Blythe Burkhardt, Associate General Counsel OGC
  - Christina Moore, Associate General Counsel OGC
- Alexis Bruce-Staudt, Ex. Director Research GO Center
  - Jackie Manikham, Project Manager, ITS
- Elizabeth Cooley, Dir. Of Compliance, Compliance
  - Jeff Hovey, Sr. Director, Business Services
- Jake Prange, Contracts Manager, Business Services
Agiloft Contract Management System

Current Contracting Process

- Non standard intake and reviews across various units

- Difficult to track existing contracts with multiple contract management systems across campus

- Contracts executed without the appropriate reviews or authority
Agiloft Contract Management System

- Agiloft selected after RFP process in Fall, 2017
- Kick Off meeting held October 19, 2017
- Goal of pilot group go live in May, 2018
  - Phased roll out over Summer, 2018
Agiloft Contract Management System

Contract Approval routing based:
  - Contract Type
  - Compliance Questions
    Export controls
    HIPPA
    Information Security
    OGC
    MARCOM
  - Department chair/head approval
Agiloft Contract Management System

System will be able to manage third party contracts and SLU templates

- SSA’s
- Affiliation Agreements
- etc.
- Once implemented, contract reviews, approvals and workflows will be automated.

- System will serve as a centralized repository for University contracts.

- New contract management system will have e-Signature capabilities through DocuSign.
Agiloft Contract Management System

Questions

Ellen Borowiak, 977.7045
Ellen.Borowiak@slu.edu

Susan Caldwell, 977.6890
Susan.Caldwell@health.slu.edu
Amazon Business

1. Halted Order Notification
2. Order Lookup
3. Returns
4. Sales Tax
Supplier Purchasing Instructions
Should you have any difficulty, Amazon Customer Service may be reached by phone at (888) 281-3847 or by email at corporate-PunchOut@amazon.com.

Community Purchasing Instructions
When calling into Amazon Business Customer Service, reference your Amazon Order # (not your SLU PO #).

Please reference our links to the right to address common Amazon questions and concerns.

Links
- Amazon Order Look-Up
- Returning an item to Amazon
- Halted Order Notifications
- Sales Tax on an Amazon Order

Amazon Business for SLU

Create a Blanket Order »

Request a Quote »
WHERE DO WE STAND?
200-YEARS-IN-ONE CHALLENGE

• Center for Service and Community Engagement submitting hours
• Partnered with the St. Louis Zoo
• Submit hours directly at slu.edu/200years or download in the Apple App Store or Google Play
CHALLENGE PROMOTIONS

- Billboards and radio
- Google AdWords/digital
- Videos on social media
- Fox Theatre program
- Outreach to students
- Social media/influencers
BOOK AND EXHIBITION

• Book available now
• SLUMA exhibition open
• Runs through Dec. 30
5K RUN and FAMILY FUN WALK

- 8 a.m. Sunday, April 15
- Route through campus
- Benefits Helping Our Own
- Registration is $25 through March 24; cost increases closer to race
UPCOMING CONFERENCES

• March 22-23: Intercultural Origins of St. Louis and the Trans-Mississippi West, 1800-1840
• April 17-18: From Selma to St. Louis: Theology and the Pursuit of Justice
• April 22-24: Saint Louis Climate Summit
• Sept. 13-15: Health and Social Justice Bicentennial Conference
UPCOMING EVENTS

- June 18-23: Student rocket launch in New Mexico
- Aug. 30: Night at Busch Stadium
- Sept. 27-30/Homecoming: Event on Grand, paint by numbers
- Nov. 15: Concluding event at Chaifetz Arena
OTHER DETAILS

- On this Day at SLU tweets
- Themed commencement materials, screens, etc.
- Themed issues of Universitas
- Timeline being installed in Spring Hall
- Bicentennial email signature available
QUESTIONS?
FY19 Budget

• Contractual Increases were due January 26th
• Capital requests were due February 23rd
• Board of Trustees (BOT) approved merit, tuition, and room & board rate increases at the February 24th meeting
• Salary Planner & Finance Budget Screens (FBD) have been loaded and will be unlocked the week of March 5th
• Budget Bases will be distributed on March 9th and need to be balanced to FBD on or before May 18th unless otherwise noted in the Salary & Budget Development Guidelines
• FY19 Budget will be presented to the BOT on May 5th for approval
Changes to the Guidelines

If a **vacant position** will be filled in FY19 and it is below the pay grade minimum, the unit should ensure there is enough budget dollars in the position to hire a candidate. Remaining vacant position compensation pool dollars can be used at the Vice President, Provost or Dean’s discretion. Vacant position budgets can be used for market/equity increases for faculty/staff positions that are approved by the respective Vice President, Provost or Dean, and Human Resources. The position budgets for vacant positions that will not be filled should be moved to a “holding position” under the Vice President, Provost, or Dean. Any vacant positions with $0 budget, excluding pooled positions, will then be closed.
Thank you