Minutes

1. Introductions-Callie Glascock

2. Diane Dews

   Online performance reviews are on the way – they will in My Performance in myhr
   Megan Martin is overseeing this project for extension

   Faculty will use MYVITA – way for faculty to report accomplishments
   It will pull info in from HR
   Mark Stillwell is working on MyExtension which will replace the web apps reporting system for
   extension faculty and will work with MYVITA

   Makele Ndessokia is the new HR manager and liaison between campus and extension

   Monthly paychecks will go out December 24th.

   Callie Glascock

3. Budget

   Directors will be getting a meeting request from Beverly Coberly for budget planning
   Plan on 2% reallocation with units covering 2% merit raise pool
   Meetings on the topic with Rhonda Gibler and the provosts have been postponed.

4. Ecommerce

   RFP received four responses – two were selected for presentations
   Will include event management and a payment method and will communicate with PeopleSoft
   Job for ecommerce manager has been posted and received responses
   Will be a temporary 3 year position

5. 2017 Cost Commitments

   Will be more restrictive than last year – Tom wants to put money in large initiatives
   Directors have been warned there will be fewer cost dollars
   CE does not pay fees to campus – Coop units do
   Working on a structure for both sides to streamline the process
   Campus is also working on revamping a full costing structure, possibly on revenues instead of
   expenses
Shelly DeJaynes

6. Hiring request form
   New boxes to check when filling out funds for a position – include both salary and benefits
   Copy of payroll splits help document are in each units folder on the sharepoint site

7. Equipment reserves
   Fund 1025 – should be used to purchase capital equipment
   Should be on separate Dept ID from GO funds
   You can have accounting run a monthly journal entry to put funds in this account
   Contact Shelly DeJaynes to set this up

8. Split funding on Pcard charges
   Not all charges that have split funding are hitting PeopleSoft. Make sure you check all accounts
   on split funding to make sure they are in PeopleSoft.

9. Fiscal Responsibility
   Campus philosophy: Expenses must benefit the University – we must be good stewards of
   university funds – and we must have accountability
   Those who are accountable: Dean – Director – Dept. Chair
   Those who are responsible: Fiscal officer – Dept. fiscal staff

   Verification or managerial review depends on the units structure
   Monthly reviews should include:
   - Budget to actuals report
   - Payroll reconciliation
   - Transaction checklist
   - Travel summary detail
   - PC statement of account

   Contact Amy Rosson or Dustin Oehl for best grant reports

   MIS web apps:
   - Income statements 1-10
   - Grants report #1

   Hyperion report: H-BB1 – can only be run as actuals OR budget
   Cognos reports:
   - BudDev E1 – history with this report
   - BudVar 1b – shows changes in budget
   - Actuals review 2A – payroll

   Periodic reviews:
   - Security access
   - Signature authority
   - Custody of assests

   Annual Review – all are prompted by campus:
   - Cost of Goods Sold
   - Petty cash
   - Business income tax
   - Service operations
   - Financial statement review
   - Budget planning – Hyperion
   - Capital equipment inventory
Full accounting presentation can be found at:

10. Moving Expenses
   Information on policies is on the Extension Fiscal travel web page (at bottom)
   Contracted moving company can be paid for with a Pcard
   Non-contract moving company must be paid with a purchase order
   If employee pays for the move they can be reimbursed through the T&E system
   Must have:
   - Offer letter
   - Reimbursement form
   - All receipts
   If person moving is regional specialist – move is paid from regional funds
   If not regional – hiring unit pays moving expenses
   Patrick Kurtz is the contact if you have any questions.

11. Windy Kirkpatrick – ETCS
   If any units ordered any computer equipment not covered by the replacement plan – she will need a MoCode to charge.
   Any computer equipment purchased MUST be approved and purchased by ETCS

Amy Rosson

12. ERs in budget error status
    Only accounting can fix them after they have been approved. Please check funding carefully before approving.
    Defaults for expense reports can be changed in PeopleSoft

13. Fees for service
    Working on guidelines for where fees should go.
    Please contact Amy if you have any input on this subject

14. Indirect Policy
    Negotiations between OSPA and some state agencies are still ongoing.
    Contact Chris Marston with any proposal to check the source of funding

15. On/Off Campus policy
    New from OSPA – published definitions of off campus says if PIs salary is paid from a grant – it is considered on campus
    Policy has caused problems – please let Chris Marston know about any issues.
    They have split funding under certain conditions
    Federal flat benefit rate is now 24% - which is a decrease

16. CEIS/PCI Update-Patrick Kurtz
    PCI – he thanked everyone for their cooperation – assessment went well
    It’s possible more assessments are coming – be sure you are following policies daily
    CEIS – contact Patrick with any issues
Attendees:

Chris Marston
Amy Rosson
Shelly DeJaynes
Karen Dickey
Carol Heffner
Sherilyn Russell
Emily Mangano
Jennifer Blair
Karin Burgess
Windy Kirkpatrick
Patrick Kurtz
Diane Dews
Callie Glascock
Andy Emerson
Linda Runnebaum
Lora Curry
Pat Wehmeyer
Sherry Howard
Amber Neely