Meeting began at 9:31 am

1. Introductions-Callie Glascock

2. Casey Forbis-Business Services
   Spoke about Contracts Wizard
   Demonstrated how to get into the wizard, what contracts are available and what the forms look like.
   Standard forms no longer have to go through the legal department unless changes are made to the document.
   She requested people let her know if there is a document they think should be on the wizard.
   An internal approval can be set up so the document goes through departmental approval before it goes to business services.
   All contracts and their status can be searched through the wizard.
   One on one training will be provided in July.

3. PC Replacement-Callie Glascock
   Departments will receive a list of qualified employees
   ETCS will send out a list of options available
   Ordering will take place in November-December

4. E Commerce-Callie Glascock
   RFP will be sent out in the next month or two.

5. UOEXT Business Unit-Callie Glascock
   July 1st UOEXT will no longer exist
   Coop and CE Dept IDs have been combines
   When searching in MIS – for reports from 2015 and before the UOEXT unit will still be used.
   Beginning 2016 only COLUM will exist
   Grant Dept IDs will need to be moved if it lasts past June 30th

6. 2016 Budget-Callie Glascock
   Hoping to have it finished in the next couple of weeks.
   Raises will average 2%.
   Lump sums will be allowed. They will be added to the budget and will have a cap.
7. Fiscal Non Grant Update - Shelly DeJaynes
   a) Business Unit Consolidation
      All units will be under COLUM
      Will get to keep E MoCodes and Dept IDs
      CVPEX will be new executive heading – sub depts moving to dept level
      Any units with Cs and Es will be consolidated and can be used together
      The new tree can be viewed on the accounting website
      The change will affect queries – they will need to be adjusted after the change
      Finance structure will have two categories – Accountable and Responsible
      Accountable - who is dealing with the day to day business
      Responsible – who is responsible for the department – Directors
   b) AMT Fiscal Contacts
      New structure is on the website
   c) Fiscal Year End
      An email went out with the schedule
      Shelly handed out a copy of the email
   d) Online Trainings
      Upcoming: T&E / COGNOS reports
   e) Pcards
      Shelly handed out information on purchasing IT items which need to go through ETCS
      Nothing can be purchased on a Pcard that has terms and conditions
      Food purchases for a meeting must be accompanied by an explanation of the meeting purpose,
      who attended, and the supervisor’s approval
      Dues or memberships must be accompanied by an explanation of the value to the university
   f) Accounts receivable are having issues with refunds. Accounting is aware of the problem

8. PS Upgrade – Dustin Oehl
   On the T&E and Payment Request Center there is a Personalize button that allows you to move
   items around the way you want them to look.
   View Approval button appears on every page
   Add/edit – will allow comments to show on a voucher
   When inputting a voucher, you can hit the find button on the supplier page which will allow you
   to enter a vendor number rather than search by vendor name
   You should receive an email when the voucher is completely approved
   Contact Dustin or Shelly with any problems or questions

9. Fiscal Grant Update - Amy Rosson/Chris Marston
   a) OMB Circular has new indirect guidelines
      Discuss with Chris if there are federal funds – there might be exceptions
   b) Amy has been working on Incentive Plans – stay tuned for changes
   c) Admin Support can be charged to a grant if already budgeted and approved with justification
10. Windy Kirkpatrick – ETCS
   Asked that everyone complete their computer inventory. An email was sent out to everyone asking for computer bar code information

10. CEIS/PCI Update-Patrick Kurtz
   a) Let Patrick know if you haven’t received PCI compliance security policies
   b) Already upgrading system to 3.1 – no effective date yet
   c) Next checklist due in September
   d) Looking for a better system for CEIS voucher feed

Attendees:

  Chris Marston
  Amy Rosson
  Shelly DeJaynes
  Karen Dickey
  Carol Heffner
  Sherilynn Russell
  Emily Mangano
  Tom Pitchford
  Jennifer Blair
  Darlene Beaman
  Karin Burgess
  Janice Perkins
  Windy Kirkpatrick
  Patrick Kurtz
  Diane Dews
  Daffany Hood
  Vicki Bach
  Dustin Oehl
  Callie Glascock