

Extension Quarterly Campus HR/Fiscal Meeting

Date: June 2, 2015
Location: 1110 South College, Room 113
Time: 9:30-11:30 am

Minutes

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