

# Extension Quarterly Campus HR/Fiscal Meeting

---

Date: December 5, 2017  
Location: 1110 S. College  
Time: 9:30 am-11:30 am

## Minutes

1. Introductions – Callie Glascock
2. Diane Dews
  - a) Please avoid hiring late in pay period. First week or day or two into pay period. Allow 5 days to process new hire paper work.
  - b) For regional employees allow at least one week to process paper work, could take up to two weeks.
  - c) Up to date leave balances located at the bottom of time sheet.
  - d) Bereavement time – How related and relationship must qualify for bereavement time to be approved.
  - e) Board will vote on time off between Christmas and New Year's, but Chancellor will make decision. December 31<sup>st</sup> retirees will not be effected.
3. Jamie Szabo—PCEs
  - a) Risk analysis has to take place within two accounting periods.
  - b) High Risk PCEs need documentation form. Any entry older than 12 months.
  - c) Documentation for Payroll Correcting Entries is not adequate. When moving funds, in the preparer comments, the documentation must support action taken.
  - d) Moving a salary from non-grant to grant. Documentation must clear and detailed to avoid the appearance of spending out grant.
  - e) Low risk PCE --- Year 1 to year 2 movement of salary. No need to review when they are the same project number, salary movement is not unusual. We are allowed changes up to 12 months.
  - f) Diane suggested updating EVR form and Jamie is in agreement.
  - g) EVRs --- Staff has to rectify or funds will be moved to GO dollars.
4. Callie Glascock
  - a) Work with directors to establish internal controls.
  - b) Obtain business purpose at time of purchase

- c) Incorrect purchasing method
  - d) Not proper prior approval
  - e) More cuts coming. Should create budget Scenario with 5%, 10% and 15% budget cuts. More fiscal accountability needed.
  - f) One cards will be taken away along with some access if not being properly used.
  - g) We will fail audits if we are not following proper procedures and do not have internal controls in place. Adequate documentation stating a clear business purpose.
  - h) Approver, card holder, PI level we all must state a clear business purpose.
5. Shelly DeJaynes-What approvers need to watch for
- a) Mileage online comparison
  - b) No terms & conditions agreed to
  - c) IT approval
  - d) Attachments for vouchers
6. NEXUS fiscal processes and transition - Emily Mangano

Attendees:

Bach, Vick	EXECUTIVE STAFF ASSISTANT, ASSOCIATE V-PROVOST PROGRAM OFFICE
Burgess, Karin	EXECUTIVE ASSISTANT-COMMUNICATIONS AND MARKETING
DeJaynes, Shelly	EXTENSION NON-GRANT ACCOUNTING ASSOCIATE II
Dews, Diane	EXTENSION PAYROLL AND BENEFITS SPECIALIST
Dickey, Brandy,	ADMINISTRATIVE ASSISTANT, EXTENSION STATE YOUTH OFFICE
Foley, Kimberly A.	EXECUTIVE ASSISTANT, EXTENSION STATEWIDE ADMINISTRATION
Glascoock, Calle	EXTENSION BUDGET DIRECTOR
Harper, Cindy L.	EXECUTIVE STAFF ASSISTANT, OFFICE OF THE VICE PROVOST FOR EXTENSION
Heffner, Carol	BUSINESS SUPPORT STATEWIDE ADMINISTRATION
Hood, Daffany J.,	ADMIN. ASSOC II EXTENSION FIRE & RESCUE TRAINING
Imhoff, Karla	USER SUPPORT ANALYST, EXTENSION
Kirkpatrick, Windy D.	ADMINISTRATIVE ASSOCIATE, EXTENSION ETCS
Mangano, Emily	ADMINISTRATIVE ASSOCIATE I, MU CONFERENCE OFFICE
Marston, Christine R.	GRANTS/CONTRACT SPECIALIST, ADMINISTRATIVE MANAGEMENT
Morrill, Renee	BUSINESS SUPPORT, EXTENSION LAW ENFORCEMENT TRAINING INSTITUTE
Old, Melissa L.	COMPLIANCE MANAGER
Oswald, Tricia L.	FISCAL AND BUSINESS MANAGER, EXTENSION SMALL BUSINESS DEVELOPMENT CENTER
Pancella, Thom	CME ASSOCIATE DIRECTOR
Perkins, Janice M.	ADVANCEMENT ASSOCIATE, EXTENSION
Pitchford, Tom	BUSINESS MANAGER, HUMAN ENVIRONMENTAL SCIENCES EXTENSION
Purves, Cameron A.	COMPLIANCE MANAGER
Sheley, Rodney	
Stelling, Alysha	BUSINESS SUPPORT, EXTENSION ADMINISTRATION
Szabo, Jamie	ASSOCIATE DIRECTOR OF SPONSORED PROGRAMS
Taylor, Debra D.	OFFICE SUPPORT ASSISTANT IV