



FINANCIAL MANAGEMENT MEETING

Agenda- December 13th, 2011

21 N. Park St. Welcome Center Rooms 1106& 1108

9:30am to 11:30am

- 9:30 am Welcome and Introductions – George Ketterer**
- 9:45 am Purchasing Updates – Mike Hardiman**
- 10:00 am Accounting Updates**
- **Staff Comings and Goings – George Ketterer**
 - Melisa Perez (Communication Specialist)
 - Susie Maloney (Financial Systems Operations Manager)
 - Jan Richardson (Travel, Card, Communications, Training Consultant)
 - Brenden Hedberg (Property Control Accountant)
 - Danielle Erickson (Invoice Audit Financial Specialist)
 - Jim Ekenberg (Financial Systems Management Analyst)
 - Sue Adams (Financial Systems Management Analyst)
 - Jeff Henslin (Moved to UW-Extension)
 - Kyle Schwoch (Moved to UW-Madison Continuing Studies)
 - **Travel & Card – Jan Richardson**
 - Demo of on-line P-Card application process
 - APR project for e-Reimbursement
 - Impact of Budget Bill changes
 - System-wide travel policy project
 - **HRS – SFS Issues - Dwan Schuck**
 - Fiscal Year End Initiatives
 - Encumbrances
 - WISDM problems
 - Salary Cost Transfer Tool
 - **Financial Systems – Susie Maloney & Hua Ramer**
 - Property control inventories
 - Calendar Year-end Processing Schedules
 - Fund number changes due to block grant budgeting
- 11:15 am Closing Comments – George Ketterer**
- Administrative Excellence recommendations
 - Recruiting for Business Services Director and Controller

Future Meeting Dates

All 2012 meetings will be held at Grainger Hall, 975 University Avenue, in the Capital Conference Room - 5120, from 9:30 AM - 11:30 AM

February 14, 2012

April 10, 2012

June 12, 2012

August 14, 2012*

October 09, 2012

December 11, 2012

*The August meeting will be held in conference room 3070 in Grainger Hall.