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.