Meeting Minutes

9:30 am Welcome and Introductions – George Ketterer

Opening comments:

9:45 am Purchasing Updates – Mike Hardiman

4 strategic initiatives

Renegotiate older contracts

Look at ones that are still active and look if they should be redone

Standardization

Leverage purchasing power, directly working with manufacturer

Procurements

One contract

Alice Gustafson, contact about serving on committees, express interest

1. MRO – physical plant and mandatory supplies, All three legs negotiate new contract, standardize products, sustainability
2. Office Supplies, mandatory state contract, develop leveraging, sustainability, recycled toners, launching a program that mandates the use of recycled toners
3. Lab Supplies, explore needs, best price alternatives, contract evaluation,
4. Bundling of computers and limit the choice to 4 options on computer bundles, limit choice for better discounts from computer companies

No comings and goings in the purchasing office, NONE

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)* not here yet
- Sue Adams (Financial Systems Management Analyst)
- Jeff Henslin (Moved to UW-Extension) ongoing recruitment
- Kyle Schwoch (Moved to UW-Madison Continuing Studies) ongoing recruitment

**Travel & Card – Jan Richardson**
- Demo of on-line P-Card application process – Patrick, developer in business services, replace paper form of purchasing card, referenced data flow chart, applicant goes to web page that we designed and authenticate with WebID, pulls in address info for HR, choose type of pcard that they want select site manager, enter funding string, & limits if they know them, read fine print of the agreement, agree and submit to site manager, individual will get two emails, one for training and one for site manager, walks through site manager online responsibilities, approval of application, link that lets you track applications to your office, email sent to dean’s office, approval, any time there is 144 funding it gets routed to RSP, there they can only approve or deny, can monitor application status, if you think that the application process is taking too long you can send the site manager an email again Accounting then records that the training has occurred, will not get the card unless they attend training, we’ll still use the paper form, it is not going away on Jan 9th when this goes live, will be sending out the list for edits and updates to all of campus.
- APR project for e-Reimbursement, John Varda, L&S Dean’s office, APR traveler team, working on e-Reimbursement system, started in February and made recommendations to Darrel B, formed implementation teams, going forward with phase one of the implementation, referenced exec. Summary, Feb team formed, drew people from across campus, referenced problem statement, number of returns re too high, send backs or rework, reduce overall campus costs, reduce amount of time that people spend in the system, investigated how people were using it on campus, 37 min to work on report, auditor 24 min, approval, payment received, send back loops, for travelers send back rate is almost 66%, too high, needed to bring the time down,
  - Four areas for improvement
    - Software usability
    - Policy
    - Process flow
    - Training and support
Need to simplify UW policy, July 2013, application of new policy, shift current expense report travel approval culture, shift policing to educating, improve interface, develop front end for easy entry, phase 2, starting to simplify entry of some expenses, simplify processing requirements for receipts and documentation, electronic upload, alternates, later, testing and evaluation

3. referenced diagram of implementation strategy, Improve, simplify, change

Refine detail of solution implementation strategy, create implementation sub teams, refine solution requirements, update communication, change management plan, continue to engage stake holders and customers,

- Impact of Budget Bill changes, Jan : Act 32, UW system is putting together a project to make it more flexible, change schedule, forming a team, use the information from the APR team as much as possible, results would address the needs on campus, mention of memo that was sent out on personal calls and turndown rate,
- e-Reimbursement, travel policy: distinctions between employees vs. non-employees
- System-wide travel policy project

- **HRS – SFS Issues - Dwan Schuck**, three presenters starting with PPT, Hua, Jen and Dawn: unified approach, with fiscal year 13 and encumbrances, three prong approach to look at the system; Process, System, Training, encumbrances: stranded on closed grants, no encumbrances in WISDM, terminated employees w/prior fiscal year funding, encumbrances not accurate, calculated differently, based on #of days in the calendar year, different from Legacy system which was based on payroll calendar, unique set of dates, June 17-June 30th, 27 pay periods this coming FY rather than the normal 26 processed with a July first date, to reflect posting in the correct FY it will be considered a C payroll, final unclassified pay check for the June 18th payroll, June 29th, calendar crossing FY boundaries, pay groups that start with s, v, and c, summer service vs. summer session, need to be very proactive to make sure that payroll is processed on the right funding source, communication to the right groups to reach people who are doing the entry, summer, will be working with HR, and payroll on how to effectively communicate this, students who receive funding on work study, need to make sure that the students are set up properly for July payrolls, speed of direct retro entry – process has improved. When changing dept. id, fill out new HRS form, and submit to HRS, looking at dual year edits, make sure there is an accounting date of July 1, questions email Hua or SFS mail box

  - Fiscal Year End Initiatives
  - Encumbrances – missing encumbrance in WISDM, end of fiscal yr., Hua’s additional handout, funding stream as it appears on HRS, for students and LTE’s we don’t encumber, for full time staff if you don’t see an encumbrance option contact Hua
- WISDM problems – EDT reload, data that feeds to WISDM issues with conflicting dollar amounts, more accurate info, fixing and loading transfers,
- Salary Cost Transfer Tool – 2 kinds salary vs. non-salary, WISDM,

**Financial Systems – Susie Maloney & Hua Ramer**
- Property control inventories – audits, wrapping up federally titled audit in 2011 – short time frame to get done, A133 Audit in FY09-10, available to all federal agencies, Department of Energy threatened us to withdraw grant funding based on some of the findings, remember to keep Property management in mind when moving property
- December ARRA reporting RSP needs 10 days to report the info, need to close out the month, Quarter end sheet, talking about JET dates, e-Reimbursement and ET’s none on 12/30/12!
- Calendar Year-end Processing Schedules
- Fund number changes due to block grant budgeting: major effort to combine the number of fund numbers, GPR funds and PR funds, updating funding in HRS, will have more info to share next meeting,

PR funds, travelers in August, e-reimbursement, possibility to change funding, P-Card funding updates handled by accounting services Yvonne will handle

Internal billing, buy services from other services on campus submit changes, except for MDS, Purchasing will take care of it,

With HRS make sure primary appointment set up is correct

**11:15 am Closing Comments – George Ketterer**

- Administrative Excellence recommendations
  - Mike M. – recommendations based on functional and organizational issues,
- Recruiting for Business Services Director and Controller – in the process of narrowing down applicants to bring in for interviews, George 12/31/11

**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.