FINANCIAL MANAGEMENT MEETING

Agenda
Tuesday, August 14, 2012
Grainger Hall, 975 University Avenue, Conference Room – 3070
9:30am – 11:30am

9:30 am Welcome and Introductions – Martha Kerner (unable to attend)

9:45 am New Service Center Support Model Structure – Dwan Schuck

UW Service Center Support, Operations and Projects

There will be weekly 30 minute calls with campuses to make sure that information is being communicated. See attached diagram. There will be a meeting for Divisional Liaisons August 23rd.

10:00 am Purchasing Updates – Mike Hardiman

- SciQuest – Shop@UW e-Commerce Platform – June 29, 2012 contract signed to use SciQuest, with this new e-commerce tool we are expecting to move an additional 30 million in purchases, expect to manage over 67 million with approximately 37 vendors, in January they expect to be completed with Phase 1 with converting all current vendors over to SciQuest. SciQuest “Sandwich” Model (image of a Big Mac) bun top: Authenticate via MDS portal; first patty shop within SciQuest; middle bun: MDS generates PO# and customer assigns shipping destination; second patty: PO delivery and invoice delivery through SciQuest; final bun: Settlement within MDS.
  - Policy is still being developed for this.
    - First you need to shopping in the e-Commerce environment before you use your P-card
    - Second you need to look at bundle recommendations before you make a purchase
  - The strategic sourcing recommendations will be listed as recommendations.
  - Training needs to be developed
  - Negotiating with vendors
  - Implementation groups running in October or November

- Strategic Sourcing related to Admin Excellence – Mike Hardiman’s PPT - Office supplies team, recommendations were to begin a process of standardization this would allow purchasing to negotiate directly with the manufacturers to bring down pricing. Another recommendation was to use remanufactured toner cartridges, Computer bundles team, recommendations out of this team was to select a single primary provider.
of PC’s 2 bundles on the desktop side, 2 bundles on the laptop side, and use of a secondary vendor. **MRO supplies team**, establish a standard, recommendations on sustainability initiatives; including high velocity hand dryers. **Scientific Supplies team**, standardization policy to try to standardize products across labs. Developing a timeline for implementation. Scientific supplies standardization is a couple of years down the road. Developed five draft charters. Right now the teams are not populated but Mike wanted to show us the framework going forward.

- Change to PAT URL--The URL for PAT is changing. The new URL is: [https://delta.bussvc.wisc.edu/PAT/SelBillUnit.aspx](https://delta.bussvc.wisc.edu/PAT/SelBillUnit.aspx). Please update any bookmarks or references to the old URL before Monday, August 20, 2012.

**11:00 am Accounting Updates**

- Personnel Updates – George Ketterer
  - Vacancies
    - Hua Ramer has left to go to DWD, we are in the process of redefining the position and will post the position when the new Controller comes on board
    - Kris Fisher has retired
    - Limin Tang took a position in Cash Management
    - Mallory Popp moved to Invoice Audit
    - Accountant position in Cash Management open
    - Accounting Intern program: We have brought on four student interns through the School of business. We are going to hire another one or two for this fall.
    - Controller position, someone will be on board by then end of August, then George will stay on for about a month to assure a smooth transition
    - Director of Risk Management position is listed

- Year End Update – Susie Maloney
  - Completed the 998 entries, after those are finalized the year will be officially closed.

**11:30 am Closing Comments**