

Exempt Professional's Efforts at UCCS from William "Whit" Whitfield:

- On Friday, January 12, 2007. PESA hosted a "Pancakes with PESA" in the lower lodge. We had a great turnout considering the cold and snowy weather. A total of 85 people from all over campus came to partake in a hot breakfast meal.
- The PESA Executive Board has put together a Professional Development Series in an effort to help exempt employees, as well as other staff on campus in their professional development.
- The first event will be held Monday, February 15, 2007, in University Center Room 303. Professor Don Klingner, from the Graduate School of Public Affairs will be presenting training on "Conflict Resolution Strategies. PESA will be providing drinks and dessert for all attendees. We are asking that participants bring a "brown bag" lunch for the event.
- The second event in this Professional Development Series will be Thursday, March 22, 2007 in the University Center Theater. The thrust of this training will be directed toward principles for success. This will take place via a video presentation by noted author Jack Canfield (the originator of the "Chicken Soup for the Soul" series). As always, all exempt professionals as well as staff are invited to attend.
- The Sustainability Taskforce will meet with the PESA Executive Board to discuss proposals for enhancing the sustainability of our campus. This meeting includes sustainability efforts in the areas of transportation, parking, bike programs, etc.

UCCS Staff Council from Shari Patterson:

- For our Staff Council meeting on Feb. 14, we have invited Jerry Wilson from IT to discuss changes, Linda Kogan from Facilities to discuss sustainability on campus, and AVCAF Susan Szyrka to give us a Human Resource update.
- Our school supply drive starts in February. The search for a new Provost and Executive Vice Chancellor for Academic Affairs continues with off-site interviews for the top seven, then campus interviews when the field is narrowed to the top three.
- Brian Burnett, our Vice-Chancellor for Administration and Finance will serve part-time as loaned executive to the Colorado Department of Corrections during its leadership transition at the request of Gov. Bill Ritter. Burnett will serve approximately 30 percent of his time as deputy executive director for a period of several months. Burnett worked for the Department of Corrections from 1994 to 2002.
- The HR website is undergoing substantial changes to make it more user-friendly. Should be up and running this week.

Treasurer's Report:

- For the financial report--month-end has not posted yet, but the only expenditures at this time are for travel. \$128.20 for January, leaving a balance of \$3661.30. For operating expense, there is a balance of \$16,360.65 with January's lunch meal not being billed as this time.

Accounting Overhaul Committee's February 8, 2007 meeting from Jennifer Lahlou:

In attendance: Barry Northrop, David Sayers, Julie Brewster, Jane King, Samantha Villarreal, Kathy Illian, JoAnn Pugh, Mary Catherine Gaisbauer, Sandy Hicks, Heather Hoyer, Mickey Mendez, Normandy Roden, Jean Stewart, Cathy Marquis

Re-group and Re-orient

Brief history of the group

- Created three years ago with focus on training for the purpose of examining the essential skill set and knowledge base necessary on the part of people who work in the Finance System. Key accomplishments and end-products of that phase included:
 - Reviewing and testing upgrade training for FIN 8.4
 - Reviewing a "Welcome to CU" letter which subsequently has been implemented at UCB and UCDHSC,
 - Developing a DRAFT of a "Welcome to CU" tutorial designed to introduce new employees to the stewardship responsibilities inherent to working at the university, and
 - Doing the initial development of a central access point (web page) for training to be used by both employees (new to the university or whose jobs have changed) and their supervisors.
- Charge to group changed with President Brown's Accounting Overhaul Initiatives. Attention turned away from solely training to include reviewing, evaluating, communicating the initiatives on the project matrix.
 - At the outset of 2007, the group continues to be involved with
 - reviewing and providing feedback on Accounting Overhaul-related policies, procedures and other initiatives
 - communicating information about these items and receiving feedback from campus constituents
 - assisting with the development/review of training for Phase 2 of Expenditure Control (Funds 10, 34) and
 - Expense System.
 - The group will also re-cast the "Welcome to CU" tutorial for information pertinent to the University in 2007

Gift Fund Training

Mickey and Kathy provided the update. The initiative was introduced in February 2006, and Phase 1 wrapped up in December. Training was delivered in-person and was also available online through a PowerPoint presentation. The Gift Fund Management Communication handout lists the training dates and locations.

Initial Training:

- 1490 in the training pool
 - 1207 (81%) completed training by the December 6th deadline
 - 31 (2%) of the people were removed from the pool because of changes in fiscal roles
 - 50 (3%) were exempted from the pool because they were Org Officers
 - 38 (3%) were granted extensions due to special circumstances
 - 164 (11%) failed to complete the training by the deadline
- 397 SpeedTypes were inactivated after the December 6th deadline

- 144 (36%) from Boulder
- 195 (49%) from UCDHSC
- 58 (15%) from UCCS

As of January 23, 102 people still need to complete training and 129 SpeedTypes are inactive from Phase 1.

Ongoing Training Management

- For new Gift Fund SpeedTypes, campus finance staff are checking to make everyone who has a fiscal role on the SpeedType has completed training before activating the SpeedType.
- Each quarter Mickey runs a query to catch folks who may assigned to a new, active Gift Fund SpeedType who haven't completed the required training. She also looks for folks who have assumed a fiscal role on an already-established Gift Fund SpeedType without the required training. Email notice is sent to these individuals, and their respective campus controller, reminding them to take the training. They have until the end of the quarter to do so. Group felt they should receive an additional reminder prior to the completion deadline and SpeedType inactivation.

Action Item – Campuses to make sure training is being checked prior to activating Gift Fund SpeedTypes

Expenditure Control

- Initial Expenditure Control training included in the OUC fall campus forums
- Week prior to go-live, in-person training dedicated specifically to Expenditure Control was held on each campus. Incredibly valuable to have campus controller or other finance office staff in attendance.
- People with org manager, program principal, program manager fiscal roles on SpeedTypes in Phase 1 funds received personal invitations
- Trainings also announced in the OUC Connections and through campus-specific email news services
- Will not be going out to the campuses to do a second round of training related specifically to Expenditure Control. Rather will do round of campus forums addressing Expenditure Control, new APS, new PPS, etc. in April.
- Began introductory discussion about Phase2 (Funds 10, 34) training. Big difference between Phase 1 and Phase 2 will be the number of faculty impacted.

Action Item – Develop campus forum agenda and schedule

Action Item – Identify key academic/faculty communication channels on your campuses (so we can target communication) and bring key contact information to the next meeting

Action Item – Think about most effective training type and delivery method for Phase 2. Be ready to discuss at April's meeting.

PSC Procedural Statements (PPS)

Normandy told the group about the PSC-OUC policy and procedure team and their work.

Reviewed highlights of the

- Cash Advance PPS became effective on February 1st. (Must follow State Fiscal Rules, can no longer issue large advances to pay study subjects)
- Petty Cash PPS s still in development (Use this to pay study subjects. Specifics about managing Petty Cash funds are worked out with the respective campus controller)
- Payment Voucher – being revised

Administrative Policy Statements (APS)

- Alcohol – Awaiting a written legal opinion regarding Special Event Permits. What the ruling will say is that the University is not eligible to receive SEPs. Thus, all alcohol sales must be done either in a licensed establishment or by someone with a valid liquor license.
- Personal Technology and Telecommunications
 - APS DRAFT is on the web, and is being re-cast into new format with a short policy statement and more extensive PSC Procedural Statements.
 - Going to Executive Committee this month
 - Group raised lots of questions about
 - What equipment is covered by this policy and
 - How the online request and approval will work.
 - APS and PPS will be discussed with campus controllers for dissemination to their respective campuses and covered in the PSC and OUC newsletters. Step-by-Step Guides are being developed to provide instruction about using the online request and approval form.
 - Will add a section about Personal Technology and Telecommunications to the Accounting Overhaul Initiatives page.

Project List

- Not discussed due to time constraints

Action Item – Review project lists, share with appropriate campus constituents, bring back items that - from the campus perspective - need more intensive training and communication efforts

Welcome to CU tutorial

- Originally written in 2004 designed to acquaint new employees with the structure and organization of the university
- Provide valuable insight about the university's administrative and business environment
- Set the stage for stewardship
- Changes have been made to update 2004 information for 2007 (such as three – not four – campuses, the new Payable Services in the PSC)

Action Item: Read through the document and identify what new employees should know about our administrative and business environment in 2007

Expense System

- A phased roll-out is still being proposed which would extend the project through Jan 2008 or later (depending on contract execution) date; such an approach is dependent on Boulder ITS allowing the continued use of the current Procurement Card through the project phases and past the current deadline of June 2007

Next Meeting: 10:30-noon on Thursday, April 12, 2007, Room 914, Lawrence Street Center (1380 Lawrence)