

AGENDA

SLU Business Manager Meeting
April 12, 2007
Medical School Lecture Hall A
9:00a.m.-10:30a.m.

- 1) Meeting Overview/Announcements: Linda Pizzo (10 minutes)
 - Sign in Sheet
 - Next meeting May 10, 2007 in BSC room 172 (note change in location)
- 2) Independent Contractor Agreement: Ken Fleischmann, Greg Patterson and Linda Pizzo (45 minutes)
- 3) Business Process Improvement Discussion - Req to Check Team Progress Report (20 minutes)
- 4) Q & A - What's New Topics (15 minutes)

10:30am – 11:00am

- Business and Finance staff will be available after the meeting to answer any specific departmental questions

Business Manager Meeting

Minutes of the Meeting of April 12, 2007

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, April 12, 2007 in the Medical School Lecture Hall A.

Business & Finance Staff Present:

Vicki Cassady	La Donna Davis	Mary Drexl	Sharon Gajewski
Dale Goode	Jeff Hovey	Lee Kneibert	Peggy Kruse
Dorothy Marshall	Marsha McBride	Tawnya Musial	Bryan Pini
Linda Pizzo	Jackie Siebert	Gary Whitworth	Lisa Zoia

HR Staff Present:

Jennifer Haegele

Guests:

Ken Fleischmann and Greg Patterson, General Counsel Office

Number of Business Managers Present: 66

Linda Pizzo welcomed everyone to the meeting. Next month's meeting will be held on May 10th in the Busch Student Center, Room 172. Please check the [meeting schedule](#) for the location of all future meetings.

Linda reminded the business managers that members of Business and Finance will remain after the meeting to answer any questions.

ICA's – Independent Contract Agreements – Linda Pizzo gave a quick [overview](#) of the progress that has been made over the past month regarding improvements to the Independent Contractor Agreement Process. A team with representatives from Business & Finance, MC Finance Office and General Counsel are working together to streamline the process and respond to the issues identified by business managers. The planned deliverables include:

- Revised simplified Standard Services Agreement (SSA) to replace the existing ICA (in writable format)
- Standard SSA templates for specialized services (ie. Standardized patients, photographers, entertainers, etc.)
- Streamlined process that requires submitting the agreement only once per year even when multiple payments are made.
- Delegated signature authority on small dollar low risk agreements
- Standard services agreement policy and procedure that includes:
 - *Guidelines when a SSA is required
 - *Instructions on how to complete the agreement
 - *Instructions on how to process the agreement
 - *W-9 requirement

Ken Fleischmann and Greg Patterson reviewed the discussions they have been having with Linda Pizzo and the team to address concerns with the current ICA form. Greg Patterson presented and reviewed a draft version of a new contract – Standard Services Agreement (SSA) – that they hope to have in use by July 1, 2007 or before. This will replace the current ICA. The agreement is three pages and should cover the majority of the Independent Contractor Agreement needs. Pat Thibodeau asked if

paragraphs can be added for certain contractors they use on a fairly regular basis (covering confidentiality agreement, stipulation for lodging reimbursement, they must stay at the Water Tower Inn, etc.). Ken Fleishmann stated that they will have some boiler plate templates available for downloading to modify the SSA to handle various contractors.

Ken reminded the business managers that contracts are negotiable. If a contractor is not willing to sign an agreement "as is" call the General Counsel's office and see what modifications can be made. Certain areas must remain in the contract to limit the University's exposure.

A request was made to post a list showing who is authorized to sign contracts for the University. This information could be posted on the Best Practices web site. As part of the current ICA review, the General Counsel's office is looking at possibly getting the approval authority on certain, limited contracts down to various levels within the University. Kent Porterfield, Vice President of Student Development, recently received authority to sign contracts under a certain dollar amount with limited risk exposure for his Division. Other departments may be able to get a similar agreement in place for certain contracts. To protect the University, the signing of contracts must be handled by a limited number of individuals. Once this entire process review is complete, a list will be posted on who is an authorized signer for the University. Linda Pizzo asked business managers who do a large volume of ICA's to send her an email with any suggestions, observations, etc., regarding the process.

A final draft of the new SSA will be sent to the Business Manager's for their review prior to implementation.

Linda Pizzo and the team working on this project will pull together information on types of contracts where risk is minimal and approval is unnecessary or volume/regularity is such that other templates can be identified and developed and posted by the Office of General Counsel (OCG).

Requisition to Check Procedure – Linda Pizzo reviewed the ongoing discussions to improve the "[requisition to check](#)" process. Please review the presentation to see what has been implemented, what is in progress and what is under evaluation. Jeff Hovey, Asst. Director of Procurement, reminded the Business Managers to use his department as a resource. If you need to make a purchase and don't see a vendor on the [vendor list](#) posted on the web site, please call Business Services and let them assist you. There are many approved vendors that are not posted on that list and one may provide the product or service you need. During the 1st quarter of 2007, 200 new vendors were processed. There are currently 12,300 approved vendors. Negotiating the best prices for SLU is possible when the volume of business is high. Using too many vendors for the same services hurts our buying power. Please use the [Business Services staff](#) as a resource.

Credit Cards - Tim Kavanaugh, Assistant Treasurer, gave an update on the process review of using credit cards securely on campus. Currently they (Treasurer's office) are working with IT to have the necessary internal systems in place for security. A questionnaire will be coming out to all departments who accept credit cards asking how all related materials (receipts, transaction records, etc.) are stored. Please answer the survey accurately so the University can be certain all necessary security measures are in place.

What's New – Linda Pizzo reminded the business manager's to take a look at the [What's New](#) section of the Business & Finance web site to get updated information with regard to procedures, etc.

The meeting ended at 10:35 a.m.

Minutes respectfully submitted by Mary Drexel.

Requisitions to Check Process Improvement Team

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Process Enhancements

- Vendor name is now included in the subject line of e-mailed PO's.
- Requestors now receive a weekly open requisitions report to assist with managing requisitions.
- Fax numbers are now properly coded for LD in Banner, resolving the issue of PO's not reaching some vendors.
- Documents Awaiting Approval e-mail now indicates the org and fiscal year



Process Enhancements

- AP and Travel are consistently keying activity codes
- Requisitions will not be rejected by approvers when further explanation is needed; info should be added to FOAPOXT.
- POCA's can be issued/faxed to vendors by indicating S012 in document text
- Reimbursements to employees and some payments to vendors are being direct deposited



Training and Communication

- A WebXtender user manual is available on ITS web site and a Banner Finance Xtender Quick Summary is available on the B&F web site.
- A tip sheet for Commonly Changed Account Codes is available on the B&F web site.
- Approval code status indicators can be found on FOIDOCH and on the B&F web site.



Enhancements in Progress

- Training and Documentation
 - Handbook and training on Requisition to Check process from beginning to end including contact information
 - Requisition and DPV Reviewer's Checklist identifying criteria to be used when approving these documents including a more detailed descriptions for account codes



Enhancements in Progress

- An automated e-mail to approvers (now currently only going to initiators) when a requisitions is denied
- A Y/N indicator display on the Documents Awaiting Approval e-mail to identify whether the invoice has been scanned.
- Solutions to PO encumbrance rollover issues



Longer-Term Enhancements Currently Under Evaluation

- Automation of DPV with direct on-line entry and electronic approvals
- Receiving electronic invoice files from higher volume vendors
- Implement “granular” security to allow finance users to view FTMVEND



Other Activities

- Gathering statistics on processing time to pin point areas where improvements can be made
- Looking at possible enhancements to the Approve Document query.
- Looking at more automated alternatives for Purchasing to assigning non-traditional PO's as well as the manual process behind 'completing' all PO's.
- Functionality to attach documents to the requisition in Banner



How can I help enhance the workflow?

- Work with Purchasing to help minimize the number of new vendors
- Make sure your vendors are sending their invoices directly to AP with proper PO numbers.
- Use the P-card for approved purchases
- Review your Open PO reports and cancel, close and adjust POs appropriate to your anticipated spend



PO Encumbrance Rollover Issues

- Working with IT to determine if \$0 remaining balance PO's can automatically be closed upon payment or if an auto close process could be run periodically
- Working with IT on Standing Order rollovers for applicable funds
- Create exception reports to identify any PO encumbrance oddities.



Questions/Comments



Independent Contractor Agreement Discussion

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ICA Process Improvement

Step 1:

Identified issues by soliciting input from business managers and functional areas involved in the process (Payroll, Tax Compliance, Commitment Offices and Accounts Payable)



Issues Identified

- ICA is too long and sometimes intimidating for IC who are sole owners providing minimal services
- Unclear guidelines as to when an ICA is required
- Lack of instructions on how to complete the agreement
- Lack of instructions on how to process the ICA



Issues Identified

- Can a shorter form be developed for uncomplicated smaller dollar agreements?
- Can the ICA be waived for a smaller dollar agreements with low risk services?
- Define the term length of a ICA - can it cross fiscal years or longer?



Issues Identified

- What should be done if the IC refuses to sign the form?
- What if the IC modifies the agreement?
- Who is authorized to sign an ICA, can this be delegated or is it necessary for the Provost or VP to sign off on an ICA even with small dollar amounts?
- Is there a method to address questions about insurance such as is proof of insurance required, in what cases can it be lowered and what approvals are required?



ICA Process Improvement

Step 2:

Functional areas met with General Counsel to discuss the issues identified and to develop proposed solutions.



Process Improvement Planned Deliverables

- Revised simplified Standard Services Agreement (SSA) to replace the existing ICA (in writable format)
- Standard SSA templates for specialized services (ie. Standardized patients, photographers, entertainers, etc.)
- Streamlined process that requires submitting the agreement only once per year even when multiple payments are made.



Process Improvement Planned Deliverables

- Standard services agreement policy and procedure that includes:
 - Guidelines when a SSA is required
 - Instructions on how to complete the agreement
 - Instructions on how to process the agreement
 - W-9 requirement
- Delegated signature authority on small dollar low risk agreements



ICA Process Improvement

Step 3:

Functional areas and General Counsel to discuss the issues and proposed solutions with the business managers at the April Business Manager's Meeting.



ICA Process Improvement

Step 4:

Implement process improvements
beginning July 1, 2007 or possibly
sooner.



Legal Issues Balancing Process Efficiencies with Risks



Discussion

- What issues haven't we addressed?
- Any other recommendations?
- Questions?

