

## Monthly Fiscal Officers Meeting

11/15/17 - 1:30-3:00 pm

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Members: Lisa Goberis, Andrea Morello , Tressa Ries, Vicki Nichol, Melody Francisco, Annette Pilkington, Anna Welscott, Beth Sjaastad, Johanna Eagan, Christine Monroe, Patti Nichols, Veronica Graves, Jennie Kenney, Cherie Dardano, Nichole Bigley, Ralph Brown

Meeting Host: Andrea Morello for Lisa Goberis

Next Meeting Host: Johanna Eagan, February 1<sup>st</sup>, 11:00am-12:00pm

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### Information Items

- **Procurement** (Natalie)
  - Electronic signature policy finalized; will be posted to website soon
  - DocuSign awarded contract after open bid
  - Working with CCIT on implementation plan
  - Reviewing approval queues and who should be signing off on requisitions, invoices, etc
- **ORA** (Johanna)
  - Working on new proposal system
  - Ramped up internal trainings and will be rolling out to campus as external training in next few weeks
  - Hiring Billing Specialist, hopefully decision next week (initial search failed)
  - Remind PAs or faculty to review account balances while preparing Spring contracts
- **Controller's Office** (Tressa)
  - ChromeRiver testing underway—7 volunteers?
  - Looking at ways to improve training for campus, less focus on mandatory in-person training
  - Monica Gutierrez Benefits Tech last day was Friday, Ann Hix now covering
  - A/P Tech position vacant
  - (Cindy Kerr) all 2017 pay must be recorded by Dec. 19<sup>th</sup> to be processed on Dec. 31<sup>st</sup>—will start sending monthly payroll schedule to fiscal officers
  - (Cindy Kerr) issues with retroactive pay, supplements
  - Remind student/faculty to do time sheets on time especially around holidays
- **Campus Updates** (All)
  - (Beth) can vendors set up direct deposit payments?
  - (Tressa) Yes, but manage audit risk and use third party verification; hasn't been rolled out globally to all our vendors—ePayables also being used
- Next meeting in January, Johanna will take minutes