

**Banner User Group – Finance (BUG-F)**  
**Minutes of Meeting – Wednesday, January 10, 2018**

- Call to Order: The meeting was called to order by Juanita Parsons at approximately 2:00pm in the DL402.
- In Attendance:

	<b>Name</b>	<b>Area Represented</b>	<b>Voting Member</b>
Present	Mark Robinson	Finance	Yes
Present	Carol Stinson	Accounting	Yes
Present	Katrina Eskins	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
Present	Stephanie Smith	Purchasing	Yes
Present	Carol Hurula	Academic Affairs	Yes
Present	Jennifer Wood	MURC	Yes
	Matt Straub	School of Medicine	Yes
Present	Barry Beckett	Student Financial Systems	
Present	Bob Walker	Finance IT	
Present	Perry Chaffin	Internal Audit	
	Brent Maynard	Information Technology	
Present	David Steele	Athletics	
Present	Miriah Young	Shared Services	
	Lee Graham	MU Foundation	
Present	Cathy Lawson	Finance	
Present	Rebekah Duke	Payroll	
Present	Melody Freeman	Accounts Payable	

- **Payroll/Payables** – Juanita stated two licensures had been purchased for GovSpend at a cost of \$2000 per year. She plans to have 1 or 2 PCard users try using the system. She is working on the implementation sheets for Chrome River, which should post PCard expenditures to Banner more quickly. So far, the State has not yet provided much information about the change to U.S. Bank’s PCard, but a pilot is scheduled for mid-February, and the related possibility of having pre-paid debit cards.
- **Accounting** – Carol Stinson reported that Accounting is working on reconciliation of November payroll at this time and has about ¾ of the overall cash reconciliation for October completed. Cash is doing well overall.
- **Bursar** – Barry’s office is in about the same situation as that noted in the minutes for August 9<sup>th</sup>’s meeting - in the midst of hectic weeks of collecting and processing payments, of particular urgency with the current cash management problem – except they are now working on Spring 2018 instead of Fall 2017.
- **Internal Audit** – Perry has nothing new at this time.
- **Shared Services** – Miriah advised the group that Campus Travel is now up and running, with Approvals working well. Travel has purchased Chrome River, which will streamline approvals and handle Settlements.
- **Athletics** - David explained are working on the requirements by the NCAA at this time. He would also like to know more about the possibility of Pay Cards as information becomes available, as previously noted at the August 9<sup>th</sup> meeting.
- **Payables** – Melody has now completed review of all of the 1099 information and it is ready for the tax forms for 2017.
- **Payroll** – Since the August 9<sup>th</sup> meeting, payroll has moved from semi-monthly to bi-weekly. FLAC is working.
- **Budget** – Katrina is involved with the budget software, getting into the Budget for 2019 and making same adjustments. She is learning the limitations with reporting and is re-coding fund/org/account to

fund/account, which had been causing problems previously with software reporting.

- **IT-** Bob is working and has been working with each of the various sectors of Finance on the projects they have reported.
- **Academic Affairs** – Carol said Academic Affairs is ready for Spring 2018 in FLAC, and they be adding Overloads for a faculty member or staff member (classified exempt or non-classified) teaching a course for a salary above their base pay under AT – Additional Teaching. The new Overload Form is on their website. Butch will also be trying one E-Course Adjunct in the Live FLAC Report to see if E-Course Adjuncts, whose pays are based on headcount, can be worked into FLAC as well.
- **Purchasing** – Stephanie reminded everyone she would be retiring in July and, therefore, she is working on the planning for her departure, making policy upgrades due to the legislative changes, soon interviewing for the 2 open positions, reviewing GovSpend, and hoping to look over Commodity Codes.
- **Finance** – Mark relayed that President Gilbert and he will be asking the Board of Governors to approve/pass the tuition rates for FY19 at the February BOG Meeting. He has met with Alice Roberts and she will be attending the Treasurers' Meeting for the University. Melody Freeman will also attend. Finally, if the Governor approves a 2% pay increase for state employees, it would be possible that would include Marshall employees but more information about associated funding would be needed before that could be determined.

The meeting adjourned at 2:25 p.m.