

**Business Administrator Services**

**Forum Minutes**

**June 11, 2014 9:00 a.m. to 11:00 a.m.**

**Kent Student Center Governance Chambers**

**Lin Danes, Director Web Services and Interactive Media**

**New University Website Design**

University Communications and Marketing (UCM) is rolling out a new website design for Kent State University. UCM's Web team serves as the starting point for departments and faculty members across campuses that would like to take advantage of the university's content management system to develop their own websites.

Information Services has chosen to move from Commonspot as their content management system to Drupal. Drupal is an open source content management platform that is built, used and supported by an active and diverse community of people and is used for millions of websites and applications around the world.

Before a final website design was determined, UCM conducted many surveys from parents, students, faculty and staff regarding their use of university websites and sought input on how to improve navigation and site content. After review and testing of several sites a new university website design was chosen. The entire university will use the same template design but will have the option to select from 3 different color palate templates.

You can see the new design of the university’s homepage if you use either Chrome or Mozilla Firefox. Admissions and Housing websites are also complete. To view their new design and functionality check out their websites: [www.kent.edu/housing](http://www.kent.edu/housing) or [www.kent.edu/admissions](http://www.kent.edu/admissions).

Migration of the many university websites, which houses over 52, 000 pages, will be completed in five phases with the final migration goal being December 2014.

.

* Phase I – Admissions, Institutions and Housing (complete)
* Phase II – Freshmen site which includes Bursar and Parking. Expected to launch in August
* Phase III – Regional Campuses
* Phase IV – Colleges and Academic Units
* Phase V – Administrative Divisions and Units

Departments, divisions and units will be asked to complete a workbook regarding their current websites before meeting with the implementation team. Prior to implementation department review of their current website is to be completed to determine changes that should be considered, pages that should be more prominent, functionality that could be improved, etc.

Notable changes: horizontal navigation along the top of the page has replaced the left vertical menu. Pages contain a lot of information and many require you to scroll down the page.

**Mike Pfahl, General Counsel**

**University Contracts**

The Office of the General Counsel (OGC) serves as the legal representative of the university and is also available to provide legal advice and guidance on university-related matters to employees and departments at all campuses.

General Counsel also assists departments with the administration and negotiation of all third-party contracts. A contract is an agreement between two or more parties where there is an obligation, acceptance and terms. If a document contains terms AND conditions then it is a contract. Contracts are an obligation by the university whether they are for monetary payment or payment for a service.

All contracts should be reviewed by general counsel before they are signed. You can email a copy of the contract to [legal@kent.edu](mailto:legal@kent.edu) for review. There is certain verbiage that is often found in contracts that the university cannot accept and must be stricken from the contract before signing. A response is generally provided within 3 days.

[University policy 3342-5-04](http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2038123) provides that only "the president, a vice president or the board" may contract on behalf of the university. All others must have a specific "Letter of Delegation" granting the authority to contract on behalf of the university. **Engaging in an agreement without the proper signatory authority may expose the employee to incur personal liability for the terms of the agreement.**

Authorized signers (indicated above) can delegate signing authority to another party by completing a delegation letter. Delegation of authority cannot be more than 2 levels below the primary authority and the 2nd level of authority cannot delegate to the 3rd level without signed authority from the primary.

Letters of delegation are on file in the office of General Counsel, Human Resources and Accounts Payable.

Depending on the contract and subject matter, a conflict of interest statement may also be required. Refer to Policy 6-23 regarding conflict of interest. The conflict of interest form can be found on the BAS website in the forms library.

**Anne Brown, Associate Vice President Business and Administration**

**Purchasing Policy**

On May 28, 2014 the Board of Trustees approved a new university purchasing policy that will take effect on July 1, 2014 and will result in changes to the approval of large-scale purchases. A separate administrative policy regarding contract authorization will also be effective on July 1, 2014 and establishes changes to the administration of university contracts.

Since Mike Pfahl presented on the administration of university contracts Anne reiterated the importance of adherence to policy and proper signing authority.

University policy [3342-7-12](http://www2.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=3802088) regarding authorization of agreements to purchase goods and/or services and the reporting of purchasing activity is to establish approval authority for agreements to purchase goods and/or services excluding capital construction projects. It also provides guidance regarding reports of purchasing activity to be provided to the board of trustees.

Procurement will be required to provide to the Board of Trustees, at each regularly scheduled meeting, a report providing details of vendors who have reached or exceeded cumulative payments of $500,000 year to date.

For purchasing purposes, agreement and vendor are defined as follows:

* An agreement to purchase goods and/or services is a binding agreement to acquire goods and/or services from a specific vendor under specified terms at a set price. (Payment can be in a monetary form or it can be an exchange of services.)
* A vendor is an organization or individual intending to provide goods and/or services to the university in exchange for a fee.

This policy applies to anyone engaging in university purchasing activity excluding capital construction projects (capital construction project rules are provided for in Administrative Code 3342-7-04).

Requirements must be met BEFORE purchase or commitment to purchase. Proper planning will be required.

Agreements to purchase goods in excess of $25,000 or services in excess of $50,000 require a formal bidding process that is coordinated through the Procurement department.

Goods in excess of $25,000 or services in excess of $50,000 with a total estimated cost of less than $100,000 will require established department approvals AND the approval of the Director of Procurement. (Divisions will be permitted to adopt more stringent requirements but must meet at the minimum the above requirements.)

Goods and/or services greater than or equal to $100,000 will require approval of divisional VP AND the approval of the Senior VP for Finance and Administration BEFORE the contract or commitment is awarded. **The authority for $100,000 or more cannot be delegated**.

The request to purchase goods and/or services equal to or greater than $1,000,000 (including the initial term and any optional renewals) must be presented to the Board of Trustees at a regularly scheduled meeting. Only when determined by the President that time is of the essence can an exception be made and this will be very restricted. Approval of the Board of Trustees must be given BEFORE awarding a contract or other commitment.

Effective July 1, 2014, these approval levels will be required for contracts, purchase requisitions, and check requests. SciQuest will be set up so that requisitions for $99,999.99 will route to the divisional VP and $100,000.00 or more will route to the Senior VP for Finance and Administration.

If you believe that an item may equal or exceed $1,000,000 make sure you do the proper research and be prepared to provide a resolution to the board at a regularly scheduled meeting as needed to meet your timing. Even if the RFP process is not complete, a resolution can be prepared for approval with an indication that the vendor has not yet been selected. The vendor selected will then have to be communicated to the board at the next scheduled meeting.

It was made very clear that proper planning is very important. If in doubt about the steps that should be taken contact Procurement, Anne Brown or Mike Pfahl.

No one is to circumvent these requirements.

**Lisa Heilman, Payroll Manager**

**Empower Timekeeping System Update**

Lisa provided the group with an update on the upcoming implementation of Empower, the new timekeeping system that will replace Kronos and TMX, the old Dining Services system.

Since Dining Services utilized a different system, they will be the first to be transitioned over to Empower. Training was to take place the weeks of June 6 and June 13 with a go live date of July 13, 2014.

Regional campuses will be transitioned to Empower after Dining Services, followed by the roll out to the remainder of the university based on their building and org codes. It is anticipated that the roll out should be fairly quick with completion of all campuses by December 31, 2014.

Empower is an html application and does not rely on Java. Users can continue to swipe their Flashcard or log in using the computer. Approvals are similar to Kronos and should not require intense training.

If your departments are heavy Mac users please contact Lisa so that you can be scheduled accordingly.

Watch for handouts, videos and training. Notification will be sent out when training is available.

**Emily Hermon, Accounts Payable Manager**

**Accounts Payable Updates**

Emily emphasized the Accounts Payable deadlines for proper coding of expenses for FY14.

* Wire transfer requests must be received (with proper banking information) by 5:00 on June 25.
* Expense reimbursements must be in the workflow and approved by 5:00 p.m. on June 27.
* All other FY14 invoices must be received by 5:00 p.m. on July 7.
  + Services performed in FY 14 should be paid in FY14
  + Products/goods purchased in FY 14 should be paid in FY14
  + June 2014 Pcard reconciliations, allocations, reviews and approvals must be completed by 5:00 p.m. on July 7.
    - Incomplete transactions will be charged to the home department and supplies account code
    - Incomplete transactions will result in your department pcard being suspended
    - If your card is suspended, all reviewers and approvers will be required to attend another training session
* Cannot pay FY15 expenses out of FY14 budget.

Below is a listing of Accounts Payable personnel and their direct responsibilities:

Emily Hermon 2-8649 Manager

Joanne Otto 2-8645 General payments to vendors A – L and expense reimbursements

Joey Bennett 2-8631 General payments to vendors M – W

Rosa York 2-8650 General payments to vendors X – Z and pcard administration

Lynelle Austin 2-8648 Wire transfers, scanning, indexing, other general payments

Barb Biltz 2-8644 Independent contractor payments, 1099 reporting, gift reporting

Accounts Payable wants your feedback. They will be sending out a survey in July and would like you to respond.

Also, they would like to offer refresher/training classes but need to know what you would like to have included. They are looking at conducting up to 3 classes between October and November. Procurement will be included in the training classes to provide additional information on items such as purchase orders.

**Anne Brown, Associate Vice President Business and Administration**

**Payment Card Industry Data Security Standards (PCI DSS)**

When we as a university agree to accept credit cards we are agreeing to certain security standards and we must do what we can to keep the information secured.

Several departments were interviewed to determine their processes when receiving credit card information. During these interviews information was gathered to determine if we are adequately securing information and complying with PCI DSS.

If your department is planning to start accepting credit cards you must contact Betsy Tierney in the Bursar’s office. Betsy will get a merchant number established for your department and assist with the set up access. If your department needs to establish a store front, Betsy will assist with the CashNet process.

If you are still using a credit card machine, you may need to upgrade your equipment to one that meets the data security standards. Credit card machines should not be printing receipts with the full 16-digit number. If you have receipts or payment documentation that shows the full 16-digit card number you must black out all but the last 4 numbers.

Avoid writing down credit card numbers and never write down the 3-digit security code. If you have to write down the card number, the card number should be destroyed ASAP. Any time you destroy credit card information you should be using either your secured, locked shredding bin or a cross cut shredder. Straight cut shredders do not provide the security required for disposing of credit card numbers.

Full credit card numbers CANNOT be included in any documents and cannot be stored electronically or on a spreadsheet.

If cards are swiped for payment, refunds can be completed based on the initial payment transaction.

**Tammy Slusser, Controller**

**Misc. Year End Reminders**

June 30 is the end of FY14. In order to properly record expenses in the proper fiscal year there are deadlines that have been established to permit Accounts Payable and the Controller’s office time to input the information while also assuring our auditors that a timely cutoff has occurred.

It is extremely important that the deadlines be adhered to. Emails were sent out to the BAS Forum members the first part of May that included emails from Accounts Payable pertaining to expense reimbursements, various cut-off dates from the Controller’s office and year-end grant funding deadlines from the Foundation. Separately, Rosa York sent an email to all pcard reconcilers, reviewers and approvers regarding the deadlines for allocating and approving June pcard transactions.

Tammy also reminded the forum members that reconciling departmental Banner reports throughout the year is extremely important but it is crucial that the reports through June are reconciled in order to accurately record university activity on our financial statements. This includes reconciling any agency or designated indexes that may be associated with your departments. Expenses incurred in FY14 should appear as FY14 activity and under no circumstances should FY14 expenses purposely be held until FY15 for budgetary reasons.

Tammy also asked that each department review their outstanding encumbrances and contact Procurement if an encumbrance needs to be closed.

The Controller’s office expects to close FY14 on Monday, July 14. June reports should be available on Tuesday, July 15. Any variance in these dates will be communicated to the forum members.

**Vicki Ladd, Administrative Assistant Financial Reporting and Cash Management**

**Media Destruction**

In early March Vicki sent out a survey to the BAS members asking if they had media items such as CDs, floppy discs, discs, tapes, microfiche, etc that needs to be disposed of. Several departments responded with a need to dispose of these types of items.

During the month of June 2014 you can contact Vicki at 2-1956 and schedule to drop off the media items that you need to have disposed. It is each department’s responsibility to review and follow the record retention procedures to determine if the items can be disposed of. Weaver Secure Shred will be picking up the items in July and will properly destroy and dispose of them. The cost per pound is $ .35 and will be allocated to each department accordingly once the invoice is received. Expense will not be incurred by the departments until FY15.

According to the various shredding companies, you can call them any time and schedule to have items such as the media items picked up, destroyed and discarded. These items should not be placed in the paper shredding bins since they are destroyed using different means. Contact your shredding vendor for more details.

**Carla Wyckoff, Project Manager Finance and Administration**

**On-Campus Activities Involving Minors**

A new university policy, [3342-5-19](http://www2.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=3744287), regarding minors on campus went into effect on April 1, 2014. This policy applies to all university-sponsored programs whether held on a Kent State campus or at an off-site location and it also applies to all Kent State employees and volunteers.

Any violations of this policy will be handled through the Student Conduct Code for students; faculty, staff and student employees will be subject to disciplinary action up to and including termination. Volunteers will be subject to loss of their volunteer status.

For the purpose of this policy a minor is defined as a person under the age of 18 who is participating in programs that occur on Kent State University campuses and programs under the control or direction of the university personnel but is not enrolled or accepted for enrollment in credit-bearing courses at the University.

The program must be registered with the office of risk management and compliance (notify Elaine Ramhoff at [eramhoff@kent.edu](mailto:eramhoff@kent.edu) or at ext. 2-1949) no later than 60 days prior to the first scheduled date of the participation of minors. Failure to properly register a covered program may result in the delay or cancellation of the program by the university.

This new policy requires background checks and training for all university personnel and volunteers working with minors, minimum ratios of authorized adults to minors and the reporting of suspected abuse.

The Instructional Resource Center offers electronic fingerprinting and background check services for both federal (FBI) and state (BCI). Forms, fees and instructions are available on their website at <http://www2.kent.edu/ehhs/centers/irc/fingerprinting/index.cfm>.

All authorized adults who will be working with minors are required to complete annual mandatory training prior to the commencement of the program. Training shall include but is not limited to the following topics:

* Policy requirements
* Basic warning signs of abuse or neglect of minors
* Guidelines for protecting minors from emotional and physical abuse and neglect
* Inappropriate behavior with minors
* Ohio reporting requirements and procedures

The Office of Compliance and Risk Management offers a free, online training program to university personnel and students through United Educators EduRisk Learning Portal. To access the online course follow the instructions on the following website: <http://www2.kent.edu/compliance/risk/training.cfm>. Upon completion of the online course, a certificate of completion can be printed and provided to the program administrator upon request.

Another training source is [Townhall II](http://www.townhall2.com/#!violence-prevention-&-trauma/vstc9=child-abuse-recognition) which is located at 155 North Water St in Kent. Their phone number is 330-678-3006. Check their website or contact them for applicable fees.

The following resources are also available at <http://www2.kent.edu/compliance/risk/minors.cfm>:

* University Policy 3342-5-19
* Information for Program Administrators
* Information for University Personnel/Volunteers
* Training

Next BAS Forum

October 8, 2014

Kent Student Center

Governance Chambers

9:00 a.m. – 11:00 a.m.