



**Council of the University of Idaho Business Officers
Meeting Minutes
January 13, 2011**

- **Update on Summer Session Revenue Distribution-Trina Mahoney**

Trina handed out the memo on Summer Revenue. The key piece of information on the memo is that every year the amount of the summer total fee that is charged changes from year to year depending on increases in the fee. The Executive Leadership Group has met and the President has approved for CY2011 (summer 2011) the college portion will be \$169.68 and will remain that amount for years forward until another decision is made. There may be waivers, refunds, etc. that may make the amount different, but that is not known at this time.

Budget hearing material is due by noon of the Friday prior to the Monday that you present.

Jill Robertson was offered and has accepted the Position Control Specialist job in the Budget Office.

- **Sample of New Report for the 6, 7 and 8 Accounts-Janice Todish**

Janice explained the report that was developed for the 6, 7 and 8 accounts. The report is in production and can be used now. If you have any questions with the report, please contact Janice Todish, Delaine Hawley or Heather Taff.

- **P-Card Processes/Internal Controls-Dan Stephens**

The entire P-Card process is being looked at right now, not only because of the recent fraud issue, but also because enough years have passed that it is time to look at the program in its entirety and see if it is still working for the university as desired. Based on Dan's review of published p-card policies / procedures at a number of public and private institutions around the northwest region & other areas of the country, Dan commented that UI's current p-card policies are very "employee-trusting". Dan commented that additional controls/existing controls will need to be strengthened/put in place to reduce the opportunity for unethical employees to readily carry out plans of theft and misappropriation. A grid will be developed that will compare certain aspects of the University of Idaho's P-Card policy with other colleges. Conversation followed. Lynne Kittner, CNR, read their department policy out to the group and was asked to email it to everyone. This served as an example of a department that decided to tighten the controls of their P-Cards.

The first and most critical issue that needs to be addressed immediately within the policy is "Proper Separation of Duties". Dan asked the group to aid in the process of assessing this important internal control issue within their own units of responsibility by requesting the following action item:

- **Action Item**

A spreadsheet requesting key p-card user & unit level oversight information will be emailed out to the group. Each unit needs to complete the information request for their areas of responsibility. This information will serve as the first step to address and identify the current

procedure control gaps as well as offer the opportunity for best practices sharing among the various UI units at successfully addressing this important internal control issue.

- **Ending Comments**

Linda Keeney is going to try to get a representative from US Bank to come to a future CUIBO meeting (preferably February 2011) to present/openly dialogue with the group concerning the current P-Card system reporting capabilities available within the US Bank P-Card Program . The goal is to successfully address some existing process limitations within the current UI P-Card program. This will also help the group understand available system features that the University can use immediately, as well as more clearly identify those current process limitations that exist solely as a result of incompatibility with Banner.

These are summary notes of the general topics discussed and do not reflect all of the details.