



**Council of the University of Idaho Business Officers
Summary Notes
December 8, 2011 10 a.m. – 12 p.m. pac**

Risk Planning and APM 05.08 – Nancy Spink and Carry Salonen

We have invited Risk Management to provide further information at several upcoming meetings. The specific topic that will be covered will be noted on the agenda. The Risk Assessment Guide was distributed which provides a tool for use in risk mapping as well as the different types of risks a university employee may encounter. The Planning an Activity handout provides helpful information for employees to consider when planning their activity in order to help them ensure adequate preparations are made for the activity prior to the activity date. APM 05.08 provides detailed information on vehicle coverage and use and everyone is encouraged to read this policy thoroughly before using any vehicle while university business. An Auto Accident Report Guide was also distributed which provides information on how to report vehicle accidents, how a non-UI passenger would file a claim, and a copy of the State of Idaho Certificate of Financial Responsibility. Risk Management encourages every employee on UI Business to have this guide with them in order to help them ensure they have all the information they will need when they meet with Risk Management officers in the event of an accident. For additional copies of these handouts please contact the Risk Management office at (208) 885-7177.

Service Center Application Deadline for FY13 – John Keatts

Existing service center renewals need to be turned in to the Service Center Committee by February 28, 2012 in order to give the committee adequate time to review the applications. The service center website at <http://www.uidaho.edu/controller/servicecenter> has all necessary forms as well as helpful guides to filling out the forms located on the webpage.

Policy Discussion Update – Food and Alcohol Purchased – Linda Keeney

After reviewing all the feedback on proposed changes to the travel forms we would like to go ahead and modify the travel authorization to include a text box where you would enter any text regarding alcohol or food purchases. This step will replace the Entertainment Expense Form. It will be necessary to include all information you would include on an Entertainment Expense Form in your text on the travel authorization prior to any travel taking place. The President's Office has approved the use of blanket food and alcohol entertainment using the updated travel authorization form. The travel authorization form should be updated in the coming weeks. Linda will notify everyone when the form is ready for use.

Electronic Claim Voucher Process - Linda Keeney

A new electronic claim voucher process is currently being tested and we expect it to be ready for general use after the new year. Instructions will be sent out when the process becomes live. The new claim voucher process will give us the ability to use electronic signatures for claim vouchers. If the process proves successful we may look at using an electronic signature for travel forms as well. Linda will provide a demonstration of the new process at the meeting in January.

Delays in the Kaizen Travel Process Review – Dan Stephens

The Kaizen Travel Process Review was delayed in early November 2011 due to the contract compliance requirements to competitively bid the consulting effort. The RFP & final contract awarding process is

nearing completion and the project is expected to begin in late January / early February 2012. Dan thanked those who agreed to participate in this very important project.

Budget Office General Update – Trina Mahoney

The Governor's recommended budget is expected to be released on January 9th and preliminary information looks better than last year. After we receive the Governor's recommended budget we will be able to begin the planning process for FY13.

A reminder that the department rate for health insurance is increasing from \$7,040 per FTE per year to \$8,600 per FTE per year effective the start of the calendar year. Contact the Budget Office with any questions.

February Budget Hearings will be held again this year, however Trina does not have specific information at this time on the date the hearings will be held or what questions will need to be addressed. She will touch base with Keith Ickes and provide details when they are available.

A reminder that deficits less than \$5,000 should be cleaned up by no later than December 31, 2011. The Budget Office asks that you let Kimi Lucas know of any deficit problems that have been addressed. A brief email to let her know what has been done to take care of the deficit is sufficient.

A2B Training Update – Dan Stephens

A pilot attempt at online delivered A2B training (via GoToMeeting) was conducted before Thanksgiving. Dan is working with the software company trainer to develop several different training session modules designed to meet the varied knowledge & experience levels of UI employees. We expect to begin offering training sessions in late January / February 2012 timetable.

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