

Welcome to *In Focus!*

The University of Missouri System
Finance & Administration quarterly newsletter



Vice President Krawitz

Finance & Administration handles transactions of a financial and administrative nature for the University of Missouri. In performing our work we embrace high ethical standards and value integrity, honesty, objectivity, inclusiveness and reliability.

These values are part of the [Finance & Administration Strategic Plan](#). This quarter InFocus is highlighting objectivity, inclusiveness and reliability.

- [Spotlight on Institutional Research & Planning](#) - A group dedicated to Reliably providing Objective information for senior administrators in areas of planning, decision-making, and policy development. Learn more about this office within Finance & Administration.
- [Risky Business](#) - "Recovering from the Frightful Weather Outside" - UM Risk & Insurance Management working with campus representative so secure an estimated \$510,000 after the ice storm of January 2007.
- [Hats Off](#) - To University employees who have given Exceptional Customer Service that assists Finance & Administration achieve our goals. Check out those award winners!
- [Account-Ability](#) - Mileage reimbursement has changed starting January 1, 2008. Make sure you are reimbursed for the correct rate!

The goal of the newsletter is to enhance our customer service by providing information that will support the work that you do for the university. As always, we welcome your feedback and your contributions.

- Natalie "Nikki" Krawitz

Vice President for Finance & Administration



Spotlight

Institutional Research & Planning



Institutional Research and Planning (IR&P) provides information for senior administrators in areas of planning, decision-making, and policy development. The Office also supports the information needs and requirements of several University of Missouri internal and external constituents.

To perform these functions, IR&P utilizes data from multiple university information systems—financial, student, human resources, grants and contracts, and financial aid. In addition, IR&P develops survey instruments, collects and analyzes data, and publishes reports using both primary and secondary data. The Office is responsible for providing compliance and required data to the Missouri Department of Higher Education, National Center for Educational Statistics, data exchanges and peer alliances, and special requests from a host of external organizations.

Mardy Eimers, Director of the UM System and MU Institutional Research offices, provides leadership in coordinating efforts among the campus institutional research offices in order to minimize duplication, support a census data repository, share research methodologies, and achieve greater efficiencies.

Many facets of work require the department to be Objective, Inclusive, and Reliable.

Objective:

Institutional research staff strive to be objective in their work. This is critical because those who use the information and analysis—especially the information being used for key planning or policy decisions—expect freedom from bias and a fair perspective of the issue at hand. If data, information and analysis are not objective, the trust that the staff have established with their constituents is jeopardized and the effectiveness of the decisions being made on the University's behalf will be undermined.

Inclusive:

Inclusiveness is absolutely necessary in order to build and maintain an effective institutional research office. This is particularly true because the staff work with several functional data systems (e.g., student, human resources, financial, etc.) across four relatively diverse campuses.

Consequently, gathering input and advice from functional experts as well as understanding the characteristics that are unique to a campus serve as precursors effectiveness. In addition, UM System IR serves as an information hub for our institutional research colleagues on the campuses. In particular, initiatives espoused by the UM System administration, state and federal compliance agencies, and similar initiatives are communicated via regular IR meetings, listserv announcements, and conference calls.

Reliable:

Reliability is extremely important to the functions of institutional research. First, staff frequently compares characteristics about the University with other universities or peer groups.

Consistency in defining the characteristics—whether it's credit hours, first-time college students, research expenditures, or graduation rates, - across all of these institutions is critical. Second, staff examines a lot of trend or historical data to determine how things change from year to year or from semester to semester. Defining and measuring these characteristics over time in exactly the same way every time is a requirement. Most importantly, Institutional Research staff understand that the University community relies on them to provide the information they need in a timely, reliable manner. IR staff do everything they can to honor that commitment.

To find objective, inclusive, and reliable reports, [check out the IR website](#).



WISDOM'S CORNER

Featuring Challenging and Inspiring Thoughts

The Call to Serve Others

"To give real service, you must add something which cannot be bought or measured with money ... and that is sincerity and integrity."

Douglas Adams

"The noblest services come from the nameless hands, and the best servant does his work unseen."

Oliver Wendell Holmes





Account-ability

On the Road Again!

Make sure you are reimbursed for the correct mileage rate in 2008 for business miles driven. Effective January 1, 2008, the University will reimburse employees for business mileage incurred consistent with the IRS standard mileage rate of 50.5 cents per mile.



Risky Business



Recovering from the frightful weather outside!

Heavy snowfall, ice storms, and extreme cold can immobilize mid-Missouri. Of the 3 steps to gear up for severe winter weather (Prepare, Endure, and Recover), you can rely on the Office of Risk & Insurance Management (RIM) to work with the campuses to make sure the Recovery for the University campuses and hospital takes place by working closely with State, Local and Federal agencies.

The storms so far this winter have not been as severe as those in December 2006 and January 2007 in which Governor Blunt and President Bush declared sections of Missouri Major Disaster areas. By declaring counties in Missouri major disaster areas, the State Emergency Management Agency (SEMA) and the Federal Emergency Management Agency (FEMA) were able to release funds for recovery. With extensive damage to several of the campuses and outlying clinics, RIM worked with representatives from the disaster areas to review insurance policies and coordinated claim submissions to FEMA and property insurance companies to return life back to normal.



Ed Dunn, UMR Landscape Services

First was the clean up and assessment of damages. After any natural disaster, debris removal is one of the biggest and primary recovery tasks to get life back to normal. Winter ice storms cause the most damage to trees and other vegetation, after which the damage to buildings, vehicles, and personal property. The clean up of ice and debris as well as labor costs can be high. After the clean up and assessment of damages were complete, those representatives from each location worked with RIM in documenting the hundreds of hours of labor and material costs required for cleanup. Together, they met with FEMA and were able to recover 75% of eligible expenses not covered by University insurance policy, totaling to approximately \$510,000.

In this situation, many staff from various campuses traveled to the hardest hit areas to lend a hand with the recovery efforts! While none of us can do anything about the weather, we can do a lot to ensure these difficult times are as short as possible - true team spirit is what it took to make this happen! RIM sends thanks to all the folks in Mt. Vernon, Rolla, Southwest Center, and in Columbia for their efforts.



News & Updates

► Office of the Controller

Where is my 2007 Form W-2?

The University will mail your Form W-2's on or before January 31, 2008. If you have not received your W-2 by February 14, 2008, please notify your campus Payroll Office to receive a duplicate copy.

Although too late to change for this mailing, you can always [logon to Web Applications](#), Employee Information, to verify or change your address information in your employee profile.

2007 Form W-2 - What is your name?

When you receive your W-2 for calendar year 2007, please check your social security number and spelling of your name to your social security card for accuracy. If different, notify your campus Payroll Office for a W-2 correction.

Accounting Policy & Procedure Manual - Policies in the Spotlight!



Last quarter, the new [Accounting Policy & Procedure Manual](#) was introduced. This quarter, we'd like to highlight four Internal Control policies which affect most staff at the University. Internal Controls - maintaining Objective, Inclusive, and Reliable safeguarding of the University's assets.

Are these Effort Reports really worth the effort? YES!!

Sponsored or grant funding is a significant revenue source for the University and is AT RISK if 100% of the employees required to complete Effort Reports do not perform this simple task according to specified timelines. One very important compliance requirement is that if an employee receives federal funding on sponsored projects, the employee must verify the amount of effort spent on the sponsored projects. To protect future research funding opportunities for the University, we must ensure that Effort Reports are verified, signed and dated by 100% of the employees according to University policy. More details are included in the Accounting Policy [APM—60.32 Effort Verification Reports](#).

Does the PI really have to approve every transaction on a grant? YES!

Well, sort of. The PI is responsible for authorizing, verifying and reviewing all expenditures charged to their grants or sponsored projects. But sometimes a PI may not be available and they need to have others handle some fiscal responsibilities for them. When a PI needs to authorize a certain individual to either make purchases or verify the accounting of transactions on their behalf, the PI must document this delegation. The policy is in draft stage and when completed will provide details for transaction authorization, verification and review, and delegation of authority.

Are you involved in entering and reconciling payroll?

For good internal controls, the jobs of entering, approving, and reconciling payroll should not be a one-person show. How can segregation of these duties be done in small departments?

Regardless of size of departments, it is every manager's duty to implement adequate internal controls, including segregation of duties. Since Payroll represents the majority of the University's budget, implementing segregation of duties for entering and reconciling Payroll is very important. This new policy provides the steps to help ensure appropriate segregation of duties, [APM 55.60—Entering Approving and Reconciling Payroll](#).

Does your department use any equipment not owned by the University?

The University occasionally receives equipment on loan from a sponsor to use in completion of sponsored projects or grants. When this occurs, the University has a fiduciary obligation and/or must meet compliance requirements to track, maintain and protect this non-owned equipment in the University's possession. Business Policy Manual [BPM—407 Inventory of Moveable Property and Equipment](#) identifies the requirements for tracking, including the use of a special "Non-Owned" tag.

► Internal Audit

Fiscal Misconduct Reporting Line - To Report Fraud and Fiscal Misconduct



On December 10, 2007, the University of Missouri implemented a Fiscal Misconduct Reporting Line (FMRL). To access the FMRL, you can call a toll-free number, **1-866-447-9821**, or log on to <https://www.compliancehelpline.com/UM.jsp>. You can also access the Reporting Line through the UM Finance and Administration or Internal Audit websites. Additional information regarding the Reporting Line can be found at the Fiscal Misconduct Reporting Line website.

This reporting line is not intended to replace or supersede other avenues of reporting which currently exist at the University (e.g., supervisors, Deans/Directors, etc.), but serves as an additional way for individuals to report fraud or fiscal misconduct so that appropriate action can be taken to resolve the issue. Individuals may choose to identify themselves or have the ability to remain anonymous when reporting concerns if they so choose.

► Planning and Budget

Budget Time!

This is a very busy time of year for the Office of Planning and Budget. We are currently working on enrollment projections reports, strategic financial planning assumptions, five year budget plans, marginal costs and revenues for FY 2009 budgets, as well as tuition and required fees and housing rates for FY 2009. These items will go to the Board as either information items or action items at their January and April meetings. We receive information and assistance from many of you as we prepare these items. Thank you all for your wonderful cooperation and support.

Budget building time is just around the corner for UM System departments. Planning calendars will be distributed in early February and the first budget planning information will be due in early March. Please let our office know if you need to make changes in your FY 2008 current budgets or in your base budget as we begin to plan for the New Year.

New Budget Analyst



Planning and Budget welcomed a new employee, Linda Edwards, to the department on December 17, 2007. Linda comes from the Missouri Department of Natural Resources where she worked as a budget analyst and an accounting analyst. Her experience preparing annual budgets, providing assistance and interpretation of financial reports and statements, and providing information to the legislature with regard to budgeting and planning will be extremely valuable in her work in the Office of Planning and Budget at the University.

Before working as a budget analyst for the Missouri Department of Natural Resources, Linda worked as an auditor for the Missouri State Auditor's office, and prior to her work at the Missouri State offices she was a financial aid advisor for students at Columbia College. She also has worked at Alcatel Magnet Wire and Continental Bag-Mexico Plastics.

Born in St. Louis and raised in Montgomery City, MO, Linda currently resides in Mexico, Missouri with her husband, and two teenage children (Corey - 17 and Amory'e - 14). Linda obtained her Masters in Business Administration from Columbia College. Spending time with her family is her top priority. When time permits, she can be found reading, crocheting, or cross-stitching. On occasion, she indulges in making jewelry. She is active in her church and the youth program at her church.

► Risk & Insurance Management

Driving Safely in Winter Weather

You can rely on Missouri winters to have periods of snow, ice, and extreme cold. All of these can make driving treacherous. Here are some safety tips from the National Highway Traffic Safety Administration, the Centers for Disease Control, American Red Cross, and the National Safety Council to help make your winter road travel safer!

If you haven't done so already, get your vehicle ready for the season



- Get a tune up
 - a. Replace air filter
 - b. Replace fuel filter(s)
 - c. Install new spark plugs and replace any worn spark plug wires
 - d. Inspect distributor cap, rotor, valve-cover gasket, and PVC
 - e. All fluids checked and topped off (including Antifreeze)
 - f. Battery check and terminal cleaning (if necessary)
- Check that your tire tread is 6/32" or change to snow tires (to test your tires, place a penny into several tread grooves across the tire. If the top of the Lincoln Memorial is always covered by the tread, you have more than 6/32" of tread depth remaining.
- Make sure your wiper blades are in good condition. *Remember - it's Missouri State Law to have your headlights on anytime your wipers are on!*
- If you plan on using tire chains, please review some general tire chain rules and consult your owner's manual to see if tire chains can be used on your vehicle

Keep emergency gear in your car for everyday trips. Some suggested items:

- cell phone
- flash light
- jumper cables
- Sand or kitty litter (for traction)
- ice scraper, snow brush, and small shovel
- blankets
- warning devices (e.g., flares, reflectors)
- first aid kit
- battery powered NOAA radio with extra batteries
- fire extinguisher (5 lb, ABC type)
- bottled water and non-perishable high-energy foods (i.e., granola bars)
- shovel, knife, tow rope
- For long trips, keep food, water, extra blankets, and required medication on hand.

When traveling in adverse weather:

- Keep your gas tank near full to avoid ice in the tank and fuel lines.

- Listen for travel warnings
- Avoid driving in snow, ice storms, or on icy roads. If you must travel in bad weather, drive slowly.
- Let someone know where you are going and when you expect to arrive (and ask them to notify help if you are late).
- Never pour water on your windshield to remove ice or snow - the windshield may shatter!
- Clear all windows of your vehicle. Also clear the mirrors, headlights and break lights. Make sure you can see and be seen!
- Beware of Carbon Monoxide (CO) emissions! Vehicles tend to give off more CO during the colder months because more fuel is required in order to start and run the engine. Symptoms may include headaches, dizziness, tiredness, flu symptoms, nausea, loss of consciousness, and can lead to death.
 - Do not let your car run while parked in an enclosed garage.
 - When parked outside, make sure the exhaust pipe and the area around it are free of snow before you start the car - snow packed in or around the exhaust pipe can cause high levels of carbon monoxide in the car
 - Do not sit in a parked car with the engine running for long periods without the window cracked to allow fresh air.

If you plan on using tire chains:

- Make sure chains are property sized for your tire - proper fit is very important
- Install as tightly as possible by hand for maximum chain life and performance
- Pull completely off the road and out of the way of traffic before installing, servicing, or removing tire chains.
- Do not deflate tires to install tire chains
- Drive approximately ¼ mile. Stop and retighten chains. Extra links may be cut off or zip tied.
- Do not exceed 30 miles per hour. Accelerate and decelerate slowly. Avoid spinning or locking of wheels.
- If chains should fail, stop immediately and repair or remove. Do not drive with a broken tire chain.
- Avoid hitting curbs with tire chains.
- Tire chains are not designed for towing.

If something goes wrong during your travel:

- If you become stalled or stuck in the snow, light two flares and place one at each end of the car, a safe distance away.
- Make sure snow has not blocked the exhaust pipe.
- Stay in your vehicle and open a window slightly to let in fresh air.
- Wrap yourself in blankets and run your vehicle's heater for 10 minutes every hour to keep warm.

Stay safe while driving this winter season!

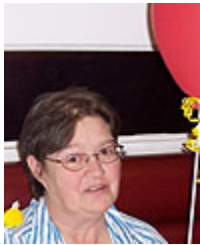

► Finance & Administration



Hats Off Award Winners!

The HATS OFF AWARD is the recognition from F & A to those who have made an Exceptional Customer Service Contribution to the University of Missouri, specifically in the facilitation F & A objectives. We thank the following people for doing their jobs ... and then some!

Hats Off Award Winners

Nominee/ Position/ Department	Nominator/ Date	Reason
 Edna Murray-Nelson <i>Building Services Attendant Management Services / UM Business Services</i>	Tanya Haeussler <i>Coordinator of UM Business Services</i> 9/18/07	Tanya wrote that the University Hall Snack Bar's success "... comes from Edna's going above and beyond." For Specialty Days, for daily staff needs, for those many meeting requests, and for days when a substitute is unavailable, Edna makes sure the Snack Bar is open and providing the best possible service.
 Beth Minor <i>Database Programmer Analyst Division of Information Technology</i>	Dan Liu <i>Associate Budget Analyst of Budget, Planning & Development</i> 10/10/07	Dan wrote that "Beth has done an outstanding job in helping us to make the new panel work the way we wanted. She is always responsive no matter how many times we have to change the edits and update the security levels. She has also provided very good constructive comments during the process."



Cuba Plain
*Assistant Vice
President Planning &
Budget*

Bill Cooper
*Associate Vice
President,
Management
Services*
10/18/07

Bill nominated Cuba and Mary Ann after hearing from Assistant Vice President Larry Gates that: "Cuba exemplified exceptional leadership in serving as the program chair for the CACUBO regional meeting in Chicago this past fall. Her ability to coordinate the work of the program committee members resulted in one of the most successful programs provided by the regional meetings in the past several years. Mary Ann worked tirelessly during the conference to ensure that all the facilitators of the various sessions were appropriately supported. Mary Ann's behind the scene activities coordinating the scheduling of the various presenters was of eminence help to the program."



Mary Ann Ihler
*Administrative
Assistant
Planning & Budget*



Kelly Mescher
Counsel
Office of the General
Counsel

UMR Procurement
Staff
10/30/07

"As a group, we would all like to say "thank you" to Kelly for all the effort, knowledge, and guidance she provides."



Karla Dowd
*Assistant Director
Budget, Planning &
Development*

Cuba Plain
*Assistant Vice
President of Budget,
Planning and
Development*
11/2/07

Cuba's nomination was prompted by Sue Becklenberg of the MU School of Medicine. She wrote that Karla's job on "... the end product (Budget Forms) is far better than it would have been without her help and persistence. She did an outstanding job."



Nikki Krawitz
*Vice President of
Finance &
Administration*
11/14/07

Nikki's nomination was prompted when Harold received raves about his customer service from Linda L'Hote, Associate Vice Chancellor for Development at MU. Linda wrote that Harold was "... a joy to work with ..." and that in 35 years of

Harold Berndt
Lead Accountant
Office of the
Controller



JoAnne Flowers
Assistant Director
Risk & Insurance
Management

Ed Knollmeyer
*Director of Risk &
Insurance
Management*
11/14/07

working with accountants and auditors, she was very impressed how Harold worked with her staff to understand the issues fully.

After JoAnne coordinated the recover of over \$380,000 from FEMA, Ed wrote that "JoAnne eagerly took on the task of helping UMR, Columbia and UMHC perfect their ice storm claims. Her initiative and perseverance combined with the efforts of the campus contacts helped mitigate the storm's financial impact."

Each of us is vital to the success of the University. When you see someone making an Exceptional Contribution, let them know - you just might make their day!



Focus On: Answer



Missouri S&T (formerly UMR), Rolla Building

The Rolla Building was the first building of the Missouri University of Science & Technology campus. On February 27, 1870, a legislative act was passed to enlarge the University of Missouri by creating the Missouri School of Mines and Metallurgy (MSM). The top two floors of the Rolla Building were rented by MSM and classes began on November 23, 1871 with a lucky Freshmen class of twelve men and one woman. Since then, Missouri S&T has expanded to a 284 acre campus with 65 degree-granting academic programs for 5,850 students from around the world.



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