

Welcome to *In Focus!*

The University of Missouri System
Finance & Administration quarterly newsletter



Vice President Krawitz

Integrity is the highlight of this quarter's InFocus newsletter. We value integrity by conducting our work, individually and collectively, with the highest standards of performance and quality assurance. Maintaining *Integrity* between our actions and principles, methods and measures, is crucial to the vision of providing value-added services for the University and our stakeholders.

- [Spotlight on Office of the Treasurer](#) - The group that oversees all investments for the University - who strive to operate with the highest level of Integrity in many financial functions. Learn more about this office within Finance & Administration.
- [Account-Ability](#) - "*On the Road Again*" - Mileage reimbursement has increased starting July 1, 2008 thru December 31, 2008. Make sure you are reimbursed for the correct mileage rate for business miles driven during the last six months of 2008.
- [Risky Business](#) - Faculty, students, and staff of the University travel all over the world, and pre-planning of risk involved has shown to be a beneficial proactive step in minimizing surprises. Check this month to see "*Where in the World is Risk Management?*"
- [On the Drawing Board](#) - "*UMKC - Miller Nichols Library Renovation & Interactive Learning Center Addition*" This 3-phase project renovates the existing building and builds 2 additions for collaborative learning, library instruction, and Information Technology. The highly innovative design concept will address critical research and teaching deficiencies for UMKC and the community through a hybrid multi-use facility. Check out the design concept!
- [Compliance Corner](#) - **** NEW**** - This new column's focus is on Sponsored Programs and compliance issues which may impact grants awarded to the University.
- [Hats Off](#) - To University employees who have given Exceptional Customer Service that assists Finance & Administration achieve our goals. Check out those award winners!

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

Office of the Treasurer



As the Treasurer of the University of Missouri, Shirley DeJarnette and her staff have the responsibility for investing billions of dollars of University financial assets, and all strive to operate with the highest level of integrity.

What are some of these financial functions? They include managing the University's retirement assets and endowment funds, investing the University's short-term cash, issuing debt for the University, managing banking and credit card services. The Treasurer's Office functions as the steward or guardian of the University's financial investments.

Here are some examples of the type of work carried out by the Treasurer's group. When a campus has a need for a new building or renovation of an existing building, sometimes bond financing will be used to pay for the project. Bonds are typically issued by the University to fund projects such as student housing, student centers, parking garages and recreation centers. The Treasurer's Office is responsible for issuing the bonds in the most cost effective manner.

Another function of the Treasurer's Office is to manage the financial investments of the University's \$2.8 billion retirement fund. The retirement fund represents roughly the amount of funds the University anticipates paying out to all of its present and expected future retirees. Just as most people don't put all their financial eggs in one basket, the University spreads out, or diversifies, its financial assets among many different securities and asset classes. U.S. and international stocks and bonds, and real estate are a few examples of some of the financial asset classes the University invests in.

The goal of diversifying the assets is to reduce the overall risk to the retirement fund. If one stock, or even an entire financial asset sector, hits a rough patch, it is expected that the rest of the fund can continue to do well. This was illustrated recently when, for the twelve-month period ended March 31, 2008, the retirement fund gained a modest 1.9%. During the same time period the S&P 500 (an often quoted measure of U.S. stock market performance) declined 5.1%! Not having everything in U.S. stocks paid off for the University!

The Treasurer's Office functions be must carried out with the utmost integrity. One way to measure the degree of integrity of the staff members is to observe the members' actions within the financial profession. Most of the members of the Treasurer's staff have either earned, or are studying to earn, professional certifications in their fields of expertise. Three staff members hold the Chartered Financial Analyst (CFA) designation and four other members are studying to earn this designation. Five members hold the Certified Treasury Professional (CTP) designation. CFA charter holders, as well as candidates for the CFA designation, follow the CFA Institute's Code of Ethics and Standards of Professional Conduct and agree to place the integrity of the investment profession and the interests of clients above their own personal interests. Holders of the CTP credential follow the Association for Financial Professionals Standards of Ethical Conduct, which highlight competence, confidentiality and integrity.



Account-ability

On the Road Again!

Make sure you are reimbursed for the correct mileage rate for business miles driven during the last six months of 2008. The IRS has announced an increase in business standard mileage rates effective for mileage incurred from July 1, 2008 through December 31, 2008 due to recent increases in gasoline prices.

Effective July 1, 2008, the University will reimburse employees for business mileage incurred consistent with the IRS standard mileage rate of 58.5 cents per mile, an increase of 8 cents over the 50.5 cent rate in effect for the first six months of 2008. In addition, the rate for medical and moving expenses will increase to 27 cents per mile, an increase of 8 cents per mile over the 19 cent rate in effect for the first half of 2008.





Risky Business

Where in the World is Risk Management?

In June, JoAnne Flowers, Assistant Director for Risk & Insurance Management (RIM) was invited by the MU Study Abroad office to participate in a site visit with one of the Universities partner programs in Argentina! It's common for Study Abroad Coordinators to go on these preliminary trips, but it's a brave new world for RIM.

For several years, RIM has participated in the MU pre-trip orientation for students and the planning/pre-trip orientations for faculty but had not participated in location site visits. Each campus has the goal to increase the Study Abroad experiences, and site visits allows Study Abroad Coordinators (and now RIM) to further develop relationships with the parties involved. This in turn offers greater support to this endeavor by facilitating better risk management support to faculty, staff and students traveling abroad.

The site visit gave JoAnne the opportunity to:

- Develop first-hand knowledge of the risk management and safety aspects of the program, and assess academic facilities from a life safety perspective for students
- Interview and develop relationships with program faculty and staff, and inquire about their on-site orientation which is an important ingredient in the success of the program
- Discuss with the site program coordinator about field trips, specifically where they will go, how long they will be gone, and what kind of transportation will be used (and the insurance requirements and certificates needed for travel)
- Visit with participating students and get their perspective of the program; did they feel safe? Were they satisfied with how medical issues were handled? Etc.
- Interact with other institution representatives in the site visit group

JoAnne traveled with 11 other schools and 3 field staff from IFSA-Butler University (who operates the program), and was the only Risk management representative. The University of Missouri continues to lead the way in higher education Risk Management by participating in such program assessment. By including risk assessment and risk management into international operations, we will minimize surprises, maximize our opportunities, and be more responsive to the ever changing needs of the students, faculty and staff we serve.





On the Drawing Board!

Current University Projects in Design

UMKC - Miller Nichols Library Renovation and Interactive Learning Center Addition



The University of Missouri-Kansas City's Miller Nichols Library Renovation and Interactive Learning Center Addition builds two additions to the existing Miller Nichols Library and renovates the existing building.

The center will feature interactive, shared and multi-use spaces for collaborative learning, library instruction, and information technology to enhance instructional capacity to support campus wide enrollment growth as well as growth in library collections. The project will also create a signature architectural image that opens up the front door of the campus to the Brush Creek Cultural Corridor and the community, while also bridging the campus and the University Way pedestrian corridor.

The project will be built in three phases.

- Phase I is the south addition with an automated storage and retrieval system and a new entrance lobby/plaza and associated renovations in the existing library. UMKC plans to complete Phase I and occupy the addition in October 2009.
- Phase II is the west addition with classrooms, seminar rooms, a lecture hall, and associated renovations in the existing library.
- Phase III is the renovation of the remaining library space not renovated in Phases I and II. The Phase III project also includes a 300 space parking structure.

The design is being prepared by Peckham, Guyton, Albers & Viets, Inc., St. Louis, Missouri. The project team is under the direction Larry Eisenberg, University Architect, and Bob Simmons, UMKC Assistant Vice Chancellor of Facilities.



Compliance Corner

Keeping Compliant with Sponsored Programs

Effort Verification Reports - It's that time again!

Is any part of your salary charged to a Research Grant? If so, then you can expect to receive an Effort Verification Report (EVR) in early August. Anyone who works on federal awards and contracts or is funded by work-study aid is required to certify and submit an EVR to document their effort.

This is a semi-annual process and these EVRs will cover the period from January 1 June 30, 2008. The EVRs for this period will be distributed to departments on August 8th and should be returned to your campus Sponsored Programs Office by September 8th. Please check with your fiscal officers **now** to ensure the finance system reflects your actual effort worked toward Sponsored Projects. If this is not reflected, a Payroll Correcting Entry (PCE) may be required by August 7th to adjust the PeopleSoft Financial system before the EVR is produced.

Got questions? Be on the lookout for EVR training provided by your campus Sponsored Programs Office in late August or early September. This training should help answer those questions you have for completing your EVR.

The University anticipates producing, distributing, and collecting 8,500 EVRs this fall. The Office of the Controller manages the production of these reports, which are based on payroll records in the PeopleSoft Financial system. This is another example of financial compliance whereby 100% compliance with this requirement enhances our growth in federal funding.



News & Updates

► Office of the Controller

Coming Soon PI Quick Reference Guide



SHOW ME THE "Grant" MONEY! By maintaining Financial Compliance, the University will continue to receive Federal monies used in furthering our research mission! Ericka Kranitz, Director of Financial Compliance Training, is working on training programs for University faculty and staff to better understand and follow regulations related to administering Federal grant funds.

For Principal Investigators (PI) those responsible for managing research grants and administrators working with PIs, a handy Quick Reference Guide is nearing completion. Each campus will have customized guides to use as a resource tool to manage the complexity of Financial Compliance. Stay tuned!



As with all software and technology that we use today, the only constant theme is change. To keep up with the latest technology and functionality, the University of Missouri is preparing to upgrade the PeopleSoft Financial System from version 8.8 to 9.0. The target date for conversion is the week of November 24th.

We should not experience the complexity of change as in our last upgrade. The upgrade team is busy planning and testing to ensure a smooth transition. The web site below contains information to keep you up-to-date on our progress and to inform you of the "Who, What, When, and Why" of the upgrade. We will post monthly updates to this site in addition to regular communication with the Accounting, Budget, Procurement, and Sponsored Program offices on each campus. If you have any questions, please contact one of these campus offices or the Controller's office at (573) 882-2412.

<http://www.umsystem.edu/ums/departments/is/peoplesoft/schedule/fm.shtml>

► Procurement Services

And the winner is ... UM Procurement Services!



UM Procurement Services was awarded the 13th annual prestigious Achievement of Excellence in Procurement Award by the National Purchasing Institute! This award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria. The criteria are designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization. This award signifies that the national contracts and purchasing community recognizes University of Missouri Procurement Services as a "Best Practices" organization to be emulated by others. Congratulations!

Professional Certification Achieved!



Susan Potrafka, Manager of Procurement Services at Missouri S&T, recently received the designation of Certified Purchasing Manager (C.P.M.) from The Institute for Supply Management. The C.P.M. designation is the most recognized title around the world for supply management professionals. Susan has worked hard to achieve this certification by demonstrating her professional capabilities "...by passing four rigorous examinations, pursuing formal and continuing education, and working and contributing to the purchasing and supply management profession." Congratulations to Susan!

Professional Publication



The May 2008 issue of the National Contract Management Association's (NCMA) Contract Management magazine includes an article entitled "Case Study: Using Strategic Procurement to Drive Contract Compliance at the University Of Missouri." The article, penned by Bill Cooper (Assoc. Vice President for Management Services and Chief Procurement Officer) focuses national attention on the University of Missouri's actions to achieve strategic procurement and effective contract management. Read More by following this link to the NCMA's website:

<http://www.ncmahq.org/Publications/CMMArticleDetail.cfm?ItemNumber=3983>

► UM Records Management

Sharing the Knowledge



Did you know that the University of Missouri was the second educational institution in the country to establish a formal Records Management program? Our program was started in March 1964 and has built a reputation as one of the premiere records management programs in education through the integrity of maintaining the highest standards of performance and quality assurance.

Over the years, UM Records Management has been requested to provide information and assistance to many institutions and organizations. The most recent request came from Missouri State University (MSU) when they asked Director Cyndie Parks for assistance with improving their management of records. In discussion with MSU's General Counsel and upper administration, Cyndie will share are our current UM records management program, policies and procedures, as well advise them on general records management practices, liability concerns, electronic records issues, e-mail retention and other current records management issues.

In this endeavor, as they have in the past and will continue in the future, UM Records Management looks forward to sharing knowledge and assisting our colleagues to improve their management of this important asset.

► **Minority Business Development**

University of Missouri and the St. Louis Minority Business Council



Natalie "Nikki" Krawitz, Vice President for Finance and Administration, was chosen by the St. Louis Minority Business Council to serve on its Board of Directors. In addition to the University of Missouri System, representation on the Board includes the following corporations: AT&T, Monsanto, The Boeing Company, Enterprise Rent-A-Car, Anheuser Busch, Colliers Turley Martin Tucker, Corporate Express, Ameren U.E., Express Scripts, and others.

University of Missouri and the MidAmerica Minority Business Development Council



William "Bill" Cooper, Associate Vice President for Management Services and Chief Procurement Officer, served on a panel discussion, "View from the top: CEO Perspective" during the MidAmerica Minority Business Development Council's Business Opportunity Fair in Overland Park, Kansas. Others on the panel included SPRINT-Nextel, Walton Construction, Burns & McDonnell and Kansas Speedway.

University of Missouri and MOKAN



At MOKAN’s (St. Louis Construction Contractors Association) 33rd annual awards reception and dinner, Cheryl Walker, Chair of the University of Missouri’s Board of Curators, received the "Distinguished Public Service Award" at the Renaissance Grand Hotel in St. Louis. Representatives and guests from UMSL, MU, and System accompanied Cheryl as she received this prestigious award.





► **Hats Off!**

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
 Randy Sade <i>Research Analyst</i> UM Institutional Research	Mardy Eimers <i>Director for Institutional Research</i> April 3, 2008	It all started with John David, Director/Professor of MU Biological Sciences, working on obtaining a NIH grant. After trying to get enrollment information from the Coordinating Board and finding them unable to run this report, he turned to Steve Graham, Interim Vice President of Academic Affairs. Randy was able to create "... an especially good summary ..." for which Steve expressed his deep appreciation. Mardy nominated Randy for this Exceptional Customer Service.
 Francis Fisher <i>Senior Secretary</i>	Bo Solomon <i>Supervisor for UMC Surplus Property, Procurement Services</i> April 7, 2008	Bo Solomon nominated Francis after receiving a letter from a very thankful and satisfied customer for her Outstanding Customer Service. “While others may have left a potential customer to do the work of checking our site themselves for furniture, Frances let this customer know personally when bunk beds

Management Services
UMC Procurement Services
- Surplus Property



Adria Allen
*Business Technical Analyst
Expert*
Management Services
UM Procurement Services

Jane Closterman
Controller
May 1, 2008

became available. Her actions not only helped this particular customer but a local single mom's group."

The thankful mom of five who started off 2008 with good beds for all her kids said, "*Thank you for having such wonderful people working for the University!*"

Jane Closterman nominated Adria Allen after receiving a letter from Bobbi Walker.

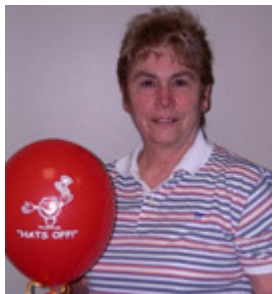
Adria worked extensively with potential vendors on the TRIP project, and after accepting a new position Bobbi wrote, "*Even though Adria had accepted another position and was no longer involved with contracts, she continued on in her previous role as a buyer for almost 5 months to support us through the difficult times with the vendor. She could have simply handed the situation and contract discussions to her replacement, but her dedication, superior service and commitment to the job and this situation was evident and proved what a valuable asset she is to the University.*" Hats off to Adria for Exceptional Service to the University!



Mary Beth Pepper
*Secretary to the Vice
President for Information
Technology*
Information Technology

Nikki Krawitz
*Vice President for
Finance &
Administration*
May 6, 2008

Memoree Bradley and Hannah Lenon both expressed to Nikki their appreciation in Mary Beth's willingness and helpfulness in setting up a video conference. They both felt Mary Beth went above and beyond her normal work assignment and felt she was well deserving of this award.



Susan Potrafka
*Manager for
Missouri S&T
Procurement
Services*
May 29, 2008

Susan nominated Jean after receiving a letter from Jean's former supervisor in the Admissions Office, Jennie Bayless.

After Jean joined the Procurement Services office, the Admissions Office was "*... in quite a bind with getting graduate files processed ...*" and Jean agreed to assist and got the job "*...*"

Jean Roeder
Procurement Support
Specialist
Management Services
Missouri S&T Procurement
Services

done quickly and accurately. I think if we wouldn't have had her help, we would still be trying to catch up." Jennie still misses Jean because "... a strong, dedicated, capable worker like Jean is not always what you get in an employee ... if any employee is deserving of this award it is Jean."

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



UMC Branson Field Laboratory Lander, Wyoming

MU operates the longest continually running geology field camp in the United States. In 1911, a newly appointed geology professor, Edwin B. Branson, organized and lead a summer field camp in the location where he had done graduate work. This area near Lander, Wyoming has extensive geologic samples with excellent exposures of rocks ... and has an agreeable summer climate and sparse vegetation.

In 1929, MU arranged an educational property lease from the U.S. Forestry Service which remains in place today. Each summer, 45 students and 9-10 faculty from all around the country are enrolled in this summer field course at this amazing University of Missouri site.



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