Welcome to *In Focus!*

The University of Missouri System
Finance & Administration quarterly newsletter

Vice President Krawitz

Finance and Administration strives continuously to achieve a high degree of Client Confidence and Trust. Confidence and Trust comes from our ability to make and keep promises and perform to expectations. We can do this through effective problem solving, functional expertise, service tailored to customer needs, and reliable and timely delivery.

- *Spotlight on* UM Business Services – As the focal point for a variety of University business matters (*from contracts and real estate documents to alcohol/music/FCC licensing and the Business Policy Manual*), this department of Management Services assists the four campuses, hospital, research parks, and other University offices to ensure the University's best interests are upheld.
- Account-Ability – ***"Time & Labor"*** – Soon each University employee will report their time as a *Time Reporter* through the new PeopleSoft Time & Labor system. Read more about this new payroll process!
- Risky Business – ***"International Travel" –*** With more and more business travel taking us outside of the United States, the Office of Risk & Insurance Management has you covered! Not just with insurance, but with safety tips, what to pack, and more …
- On the Drawing Board –***"S&T – Toomey Hall***" – Changes in technology require world-class teaching and research facilities that not only meet today's needs, but also anticipate tomorrow's challenges. The renovation and expansion of the MAE complex will allow students and faculty to build upon Missouri S&T's proud tradition of scientific achievement and educational advancement. Check out the design concept!
- Compliance Corner
  - ***"Stimulus Act (or the American Recovery & Reinvestment Act of 2009)"*** – Along with the positive impact this will have on University of Missouri come the reporting responsibilities to keep the funds. Read how the Office of the Controller is making sure these requirements are met.
  - ***"Effort Verification Reports are due!"*** – For those employees who operate with sponsored award funds, it's time to submit your EVRs for the January thru June 2009 time period.
  - ***"New Training – coming soon!"*** – Attention departmental Administrators, Fiscal Officers, Research Administrators, and Principal Investigators! If you do fund

accounting or cost sharing, these training sessions available this fall might be just what you're looking for!

- Hats Off - To University employees who have given Exceptional Customer Service that assists Finance & Administration achieve our goals. Check out our award winner!

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

UM Business Services

By Tanya Haeussler, Coordinator for UM Business Services

On a daily basis, each of the four campuses, the hospital, the research parks, and the system offices engage in a wide variety of business functions with internal departments as well as external entities. UM Business Services serves as a focal point for collaboration among these groups to bring accurate and timely assistance and advice that adds value to these University business activities. Director, Mary Sapp and Coordinator, Tanya Haeussler, have gained the confidence and trust of internal and external stakeholders in their combined 47 years of University service. By having the perspective of seeing the University as a whole and not just the departmental needs, their advice is often far-reaching and "outside the box", making sure the deal is in the best interest of the University.

Real estate activities – property purchases, sales, donations, leases, easements, right-of-use agreements, and mineral rights – are handled by the Real Estate Coordinators for each Business Unit. UM Business Services provides advice, review, approval, and execution of contracts for most real estate activities. When Board of Curators approval is necessary, UM Business

Services coordinates the campuses' recommendations and supporting materials for presentation at the meetings.

The UM Business Policy Manual (BPM) is maintained by UM Business Services. In the hierarchy of University policies, the Collected Rules and Regulations is highest as it is a codification of policies formally approved by the Curators, and Guidelines and Executive Orders issued by the University President. The BPM is an expansion of, or addition to, those policies dealing primarily with business and administration. The policies in this manual are applicable throughout the University. Campuses may choose to expand upon, or develop additional policies and procedures for their use.

Contracts not requiring a Purchase Order and not administered by Procurement, such as consulting agreements or speaker/lecturer agreements, are processed through the appropriate campus Business Services office, and those that require execution by System staff are reviewed by Mary or Tanya and forwarded to the General Counsel, Risk & Insurance Management, and any other department that should be involved.

Other business activities include

- Coordination of submission of campus Alternative Fuel Vehicle Use reports required by the State of Missouri as well as the US Government.
- Submission of claims on behalf of the University for Unclaimed Property held by states throughout the country
- Travel Coordinator for UM System offices
- FCC, Music, and Tax-Free Alcohol Licensing
- Special Projects

WISDOM'S CORNER

Featuring Challenging and Inspiring Thoughts

Contributed by Memoree Bradley, Secretary to the VP for F & A

“The leaders who work most effectively, it seems to me, never say "I." And that's not because they have trained themselves not to say "I." They don't think "I." They think "we"; they think "team." They understand their job to be to make the team function. They accept responsibility and don't sidestep it, but "we" gets the credit. This is what creates trust, what enables you to get the task done.”

Peter Drucker

Account-ability

Time & Labor

By Brian Sanders. Director of Payroll

The University of Missouri is preparing for the full implementation of Time and Labor.

The University of Missouri has been developing Time & Labor (T&L), a PeopleSoft module, since 2007. The lengthy development of T&L is due to the critical level of accuracy and dependability required to streamline payroll data collection and management through the University of Missouri, including all four campuses, UMHC and System.

The purpose of the T&L project is to provide a comprehensive automated solution for capturing employees' hours worked and leave. This shift away from paper-based reporting is anticipated to cost-effectively streamline critical processes.

By accessing T&L through myHR, all employees, known as *Time Reporters*, will enter time worked and absences directly into PeopleSoft. Those entries are electronically reviewed and approved by the Time Reporter's manager or supervisor, known as a *Time Approver*. Each departmental WebTime person, known in T&L as a *Time Keeper*, will report or adjust time, assign schedules and manage exceptions.

Due to the massive scale and complexity of the University, implementation of T&L is on a graduated schedule. The initial implementation successfully brought University of Missouri System departments and select MU departments into T&L on May 17. An additional 25% of Columbia departments will implement T&L on July 12. Extensive training will occur on all campuses during the next several weeks in preparation for system-wide parallel testing to begin in September.

During the parallel test, timed worked and absences will be entered into both the existing WebTime system and the new T&L system. After the testing period, the results of both systems will be carefully compared to confirm that the new system processed all information correctly. Complete implementation is anticipated in November 2009.

Risky Business

International Travel

By JoAnne Flowers, Assistant Director of Risk & Insurance Management

Perhaps Disney has it right, "It's a small world after all" as not only are Study Abroad programs growing by leaps and bounds, but other areas of University business are prompting more international travel than ever. With this in mind, Risk & Insurance Management has secured services and resources for Faculty and Staff traveling internationally on behalf of the University.

We've put together a summary of insurance coverage for your University related travel on our department website under International Travel. The website provides an overview of the benefits, and links to descriptions and Identification Cards that you should print and take with you. Contact your campus International Center or visit the Risk & Insurance Management website to download and print your Identification Cards. Please read the coverage summary and use it as a guide of where to turn for assistance while traveling.

In the last month, our office has had numerous calls and emails about insurance related to travel abroad; the what, when, where and how much of it. Since there have been so many inquiries we thought we'd take this opportunity to offer a few tips to help simplify your planning for an overseas trip:

- Make a travel checklist that includes your passport, driver's license and possibly a visa as well the University insurance I.D. cards and coverage snapshot. Include the location and how to contact the closest embassy or consulate of all your destinations by visiting http://usembassy.state.gov.
- Make sure someone in your office has a copy of your itinerary and copy of your passport, and have a communication plan in the event of a problem or emergency.
- Leave credit cards that won't be used in a foreign country at home in a safe place. There's no reason to pack department store credit cards for an international business trip and in case a handbag or wallet is lost or stolen, it's just one less thing to worry about. Make a list of credit card and travelers check numbers; keep one in your document folder and leave the other with a friend or family member in case of emergency.
- Compile a phone/address directory or list to take with you, including: family, friends, embassy or consulate and insurance contacts. Plan for multiple ways to contact home: calling card, internationally accessible email address, fax, etc.
- Keep safety in mind when packing:
    - Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, you may wish to put them in various

places rather than all in one wallet or pouch. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are somewhat safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.

- Use the same common sense traveling overseas that you would at home. Be especially cautious in (or avoid) areas where you may be more easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.
  - Don't use short cuts, narrow alleys or poorly lit streets.
  - Try not to travel alone at night.
  - Avoid public demonstrations and other civil disturbances.
  - Avoid scam artists by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
- Create an itemized list of all that you’ve packed in your luggage for insurance purposes.

As you prepare for your journey around this small world, please review theses resources and call us with any questions or to discuss a particular trip.


On the Drawing Board!

Current University Projects in Design

S&T - Toomey Hall

By David Sheahen, Director for Facilities Planning & Development

Construction on the $28 million Toomey Hall at the Missouri University of Science and Technology is nearing completion. The project renovates and modernizes the existing Mechanical Engineering Building, replaces the ME Annex with a new 80,500 s.f. addition, and joins the two with a three-story atrium which will house the Product Innovation and Creativity Center (PICC).

The new complex features state of the art learning centers, laboratories and computer facilities supported by up to date classrooms and administrative areas to further inspire the Mechanical & Aerospace Engineering department’s mission of being one of the finest engineering departments in the nation. The newly renovated complex will greatly enhance S&T's ability to provide a premiere engineering education that focuses on research, application, partnership, innovation and design.

The lead gift of $5 million from John and Mary (Kelly) Toomey of Alexandria, Virginia, names the facility Toomey Hall. A $15 million state appropriation and $8 million in other donations completes the funding. The project team included the Cannon Design, St. Louis, KCI Construction, St. Louis, Greg Neuner, UM Project Manager and Ted Ruth, S&T Assistant Director of Physical Facilities.

Compliance Corner

ARRA Funds - Strings Attached!

By Joe Sanning, Assistant Controller for the Office of the Controller

The American Recovery and Reinvestment Act of 2009 (ARRA), also known as the stimulus act, will have a major positive impact on University of Missouri research funding this year. Along with the additional funding, there are extensive reporting requirements.

The Controller's Office is collecting data and tracking ARRA funds proposed and awarded for each campus. It is important that ARRA-funded proposals are appropriately flagged in the PeopleSoft proposal pages to accurately report proposal data.

The University of Missouri must report certain data elements 10 days after the end of each quarter, including funds received, funds expended and jobs created or maintained.

The Office of Management and Budget released guidance on June 22 which was distributed to the campus Sponsored Programs Offices. Final guidance is expected to be released after August 26, 2009.

The Controller’s Office will continue to distribute guidance as received. Please contact your campus Sponsored Programs Office if you have any questions about ARRA awards and proposals and the new reporting requirements.

Effort Verification Reports

By Joe Sanning, Assistant Controller for the Office of the Controller

It’s that time again!

All employees who have expended effort on a sponsored award between January 1, 2009 and June 30, 2009 must complete an Effort Verification Report (EVR). Please contact your campus Sponsored Programs Office if you have worked on a sponsored award during this time period and do not receive an EVR by August 21. The signed EVR’s should be returned to your Sponsored Programs Office within 30 days of distribution to your department.

If you have any questions, please contact your campus Sponsored Programs Office.

Financial Compliance Training – Coming soon!

By Ericka Kranitz, Director of Financial Compliance Training

For the fall, we are working on the following new topics:

1. **Fund Accounting for Governmental Organizations** – This session will cover the basics of fund accounting and how it is used at the University. Also, the different restrictions will be discussed and the importance of properly accounting for the University’s day-day business. *Target audience: departmental administrators and fiscal officers.*

1. **Cost Sharing for Sponsored Programs** – This session will cover the fiscal compliance requirements related to cost sharing and the responsibilities of the Research Administrator and Principal Investigator. *Target audience: research administrators and principal investigators.*

We also have the following sessions for sponsored programs, which include:

1. **Allowability** – How to ensure you properly spend your grant monies.
2. **Cost Transfers** – What to know before you transfer expenditures from one grant to another.
3. **Effort Reporting** – What are the requirements for effort reporting and how to complete the University's EVR form.
4. **PI Roles & Responsibilities** – What are the financial compliance responsibilities of a PI for managing an award?

Please contact Ericka F. Kranitz, Director of Financial Compliance Training (kranitze@umsystem.edu) to schedule a session for your unit!

News & Updates

Office of the Controller

TRIP (Travel Reimbursement Implementation Project)

By Donna Johanning, Director of Financial Information Systems AND Bobbi Walker, Financial Systems Principal

The Travel Reimbursement Implementation Project (TRIP) has begun with a project continuation meeting held on June 25th. Team members met to review objectives, responsibilities, timelines, and strategies for the project.

Completion of TRIP will result in all University employee travel expense reimbursement processes migrating to the PeopleSoft 9.0 Expenses module. The benefits of this project include: enhancing reporting capabilities for travel related expenses, enhancing travel reimbursements by efficiently taking advantage of opportunities provided by an internet software solution, and streamlining the review, approval and payment process of creating travel reimbursements.

More information will be available in the near future and each campus will be communicating roll out plans and training opportunities as they are developed. You can view project documents and follow the team's progress at the following web site: TRIP website.

Facilities Planning & Development

We've Moved!

By Dave Sheahen, Director for Facilities Planning & Development

Facilities Planning and Development is settling into their new digs within in the MU General Services Building. All telephone numbers have stayed the same, and their official campus mail address is 130 GSB, Columbia.

Minority Business Development

Centralized eDirectory of M/WBE Businesses

By Laura Roth, Administrative Assistant for Procurement Services

Departments are encouraged to include small businesses, particularly Minority and Women-owned Business Enterprises (M/WBEs) among their suppliers. A centralized online eDirectory of certified M/WBEs has been created to facilitate departmental users in their search for M/WBE's. This new eDirectory collapsed the databases from the State of Missouri, St. Louis Airport Authority and the City of Kansas City, Missouri.

The link to the Minority Business Development eDirectory can be found at: www.umsystem.edu/minbusdev. Contact Jacqueline Hall Kelly, Director of Minority Business Development, or her assistant, Laura Roth, with questions about this database or the program.

Procurement Services

FREECYCLING – UMKC Office Supply Swap Meet

By Cathy Barker, Manager of UMKC Procurement Services

FREECYCLNG, the practice of exchanging unneeded office supplies was the premise for the UMKC's *Office Supply Swap Meet*, which was held April 21, 2009. The events purpose was aimed at saving costs and curbing waste.

Employees from different offices brought supplies no longer used, or had an excess quantity of. These items were placed on tables, and staff shopped around for items they needed that other departments brought in. The UMKC Bookstore donated the plastic bags for shoppers to use.

The event was a success, with over 12 departments bringing items in and over 30 individuals coming by to just shop for needed supplies. With more planning time, many individuals indicated they had more supplies to share, resulting in the next event scheduled for **July 28, 2009 from 9-11 am in the Plaza Room at the Administrative Center, 5115 Oak Street.**

Another Award for UM Procurement Services

By Bill Cooper, C.P.M., Associate Vice President for Management Services & Chief Procurement Officer

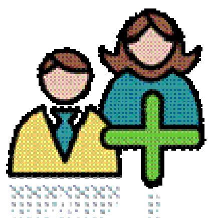
Once again UM Procurement Services has received national peer recognition of its professional excellence, by winning the National Association of Educational Procurement (NAEP) 2009 "*Award of Excellence in Procurement.*"

Established in 1920, NAEP is the oldest and largest professional organization in higher-education procurement with a current membership of over 1,500 colleges and universities across the country. NAEP's vision is "*the advancement of excellence in the purchasing profession serving higher education and associated communities*." Receiving NAEP's highest award firmly establishes UM Procurement Services as a "*best practices*" organization, the first step in achieving our goal of becoming "the very best there is in higher education."

UM/UMHC Procurement Services– A Model of "Shared Services"

By Bill Cooper, C.P.M., Associate Vice President for Management Services & Chief Procurement Officer

Effective July 1, 2009, the University Procurement Services and University Hospital Sourcing and Supply Chain functions became one organization. As a result of this integration and the synergies it affords, the University of Missouri, as an enterprise, will achieve greatly increased supply chain processing efficiency and effectiveness as well as the economies of scale resulting from joint commodity and services contracting. Governed by a Memorandum of Understanding which details performance benchmarks and cost reduction expectations in return for operational funding, this arrangement surpasses functional centralization and truly models a "shared services" approach. The fifty-one new system employees, led by Director Tony Hall, will become members of the Management Services Division (MSD) reporting to AVP Bill Cooper. The following link takes you to MSD's new organization chart: Management Services Organization Chart.



Supply Chain PLUS

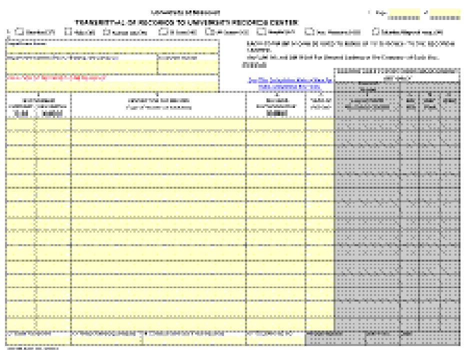
By Bill Cooper, C.P.M., Associate Vice President for Management Services & Chief Procurement Officer

Even prior to the formal integration of the UM System and Hospital procurement functions, heightened teamwork was becoming the order of the day for University of Missouri supply chain functions. At the recommendation of UM System IT, late last year an Oracle Insight Supply Chain review was conducted resulting in a UMHC and UM System Procurement cooperative endeavor to execute a major PeopleSoft project that will significantly enhance the efficiency of both hospital and campus supply chains.

A formal project team was developed in March with a goal of replacing the current system (*Procure*) at UMHC with PeopleSoft *eProcurement*, *Purchasing*, and *Inventory* applications. After implementation of these core modules on the hospital side, we will install *Strategic Sourcing* software which will support both sides of the house. The ultimate result of this endeavor will be greater efficiency and effectiveness; faster access to data, significantly lower processing costs, inventory costs, as well as further purchase price reductions.

The Project has been dubbed "***Supply Chain PLUS***" through a contest held between the project team members. This winning project name was submitted by Tim Robertson, UMHC MMIS Support Specialist and was chosen from more than 50 entries. This project has a very aggressive schedule and to that end there is no grass growing under the feet of the Supply Chain PLUS project team (located in Quarterdeck 162B). That cross-functional team has already completed their first milestone (on time and on schedule); documenting current processes. The next step for the project team includes development of the future process design and then a final project charter. The charter will include the final timeline, major milestones, key communication pieces and a "go-live" date. In the future phases of this project, many of you will be invited to preview the system that will be designed before testing, training and "go-live". Stay tuned for future updates!

*"The key benefits associated with this undertaking can be summed up in one word: PLUS, which ironically is incorporated into the winning project name. This name neatly outlines the focus and key benefits of the project which is **P**atient Care, **L**ower Costs, **U**ser Empowerment and **S**trategic Management."*
-- Tony Hall, Director, Sourcing and Supply Chain, UMHC



Records Management

FORMulating an Improvement – Transmittal of Records to University Records Center

By John Larkin, Records Analyst for Records Management

In many staff meetings at Records Management, we had discussed improvements to the UM 34 form – Transmittal of Records to the University Records Center. The form was adequate but showing its age. It needed to be transformed into an electronic document for easy access and easy storage. It needed to be more user-friendly while remaining familiar to our 500 customer departments. And, the chronologically gifted among us (you know who you are) desperately needed a form that did not require filling out on an antique IBM Selectric (youngsters, try Googling "Selectric" and "carbon paper". You'll be amazed at how primitive life was in the 60s and 70s).

Our director, Cyndie Parks, has had forms design as one of her many tasks for nearly 20 years. She worked her magic with some suggestions from staff. Customers have said that they really appreciate the "help balloons" Cyndie tucked neatly into the data entry boxes. My favorite feature is the link to the detailed Completion Instructions. We finished the form and Beta testing in early 2006 and started receiving electronic transmittals right away.

It became clear that the form had consequences we had not foreseen. For one, we no longer had to interpret handwritings that ranged from *Spencerian* to ηερογλψπηιχσ (hieroglyphics). There's a lot to be said for Times Roman. Another advantage was the complete lack of carbon paper for us and our customers to deal with.

Now that we analysts can look at the transmittal and correct any errors or omissions before the boxes even leave the originating office, our customers are learning about Records Management policy and procedures, and we have reduced the number of unknown or questionable boxes in storage.

The forms are completed on your computer, copies are sent via email to us and another happy customer is born. All that remains to make the electronic UM 34 a complete success is for everyone to use it. Try it, you'll like it. Then tell your associates to try it.

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
 **Cathy Barker** *Manager* UMKC Procurement	Steve Mack *Director Procurement Services* 4/15/09	Steve Mack nominated Cathy Barker after receiving an e-mail from John Heldstab, UMKC Manager of Engineering and Construction. *"Over the years, I have met with facilities professionals from across the country and I continually hear that "Procurement is an obstacle to getting our jobs done". This is not the case at UMKC.* ***Cathy Barker and her team*** *are a dream to deal with. Their approach is "how can we help"; they continue to exceed our expectations. The most recent example is the TelePresence Project:* ***Cathy*** *dropped everything to insure that we were able to acquire the material needed, in the time frame that would allow our*

project to be successful.

Again, I cannot say enough good about ***Cathy and her department****. Truly, my hat is off."*

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

UMKC Royall Hall, home of the Warkoczewski Observatory

The UMKC Warkoczewski Observatory is located on the roof of Royall Hall. The observatory is named for the late Stanley Warkoczewski, a retired sound engineer who, along with his wife, Helen, spent 10 years constructing the telescope in his basement before donating it to the school. A member of the University's Physics Department, he often gave lectures on astronomy and taught many students how to build their own telescopes. Stan died in 1997 at the age of 91.

The Warkoczewski Observatory is open on most clear Friday evenings at dusk for viewing of the moon, planets, bright star clusters and nebulae. The 16" telescope is operated by the Astronomical Society of Kansas City. The very high light pollution level in downtown Kansas City puts some practical limits on viewing dim objects like galaxies, but on very clear nights, the staff is able to pull out Deep Sky objects (outside our solar system) such as the Ring Nebula (M57) in Lyra and the Great Hercules Star Cluster (M13).

This year is the International Year of Astronomy as it marks the 400th anniversary of the first astronomical observation through a telescope by Galileo Galilei. This is a global celebration of astronomy and its contributions to society and culture, with a strong emphasis on education, public engagement and the involvement of young people. As one of the oldest fundamental sciences, Astronomy continues to make a profound impact on our culture.