



2014 - 1st Quarter

Welcome!

Colleagues

It seems as though retirement is in the air! If you remember in the last newsletter, it was announced Jane Closterman is retiring after 11 years with the University; her last day in the office will be March 21. Ryan Rapp has been named Controller effective March 1. David Sheahen, Assistant Vice President for Management Services and Director of Facilities Planning and Development has recently announced his retirement from the University; his last day in the office will be March 25. Dave has had a hand in over \$2.8 billion in construction and developed and implemented several changes in the way facilities does business including adopting fast track construction delivery processes, streamlining construction project board approvals, modernizing facilities performance data collection and benchmarking, implementing best practices for facilities capital needs budgeting, and developed many cost saving process improvements. Dave has been a member of the University Research Park Design Review Committee for over 20 years and was instrumental in the physical development of Missouri Research Park and Discovery Ridge. He has been invited to present at national meetings on such topics as Facilities Stewardship, Design Standards, Minority Mentoring, and Residence Hall Planning, and authored a chapter in the APPA Facilities Management Handbook.



Interim Vice
President and
Treasurer
Thomas Richards

Please join me in congratulating and thanking Dave for his 26 years of service.

Due to Dave's retirement announcement, I would like to make you aware of two interim appointments I have recently made in the area of Management Services which will become effective March 1, 2014. I have appointed Ed Knollmeyer, Director of Risk and Insurance Management, as Interim Assistant Vice President for Management Services and appointed Beth Asbury, University Engineer, as Interim Director of Facilities Planning and Development. Ed joined the University of Missouri in January 2007 and Beth has been with the University since July 1993. I would like to thank Beth and Ed for assuming these additional responsibilities on an interim basis.

I would also like to take this opportunity to announce Tony Hall has been promoted to Assistant Vice President and Chief Procurement Officer effective February 1, 2014. Tony has been working hard with his team on the rollout of the new Supply Chain Management Team Matrix. The highlights follow:

Jennifer Alexander, Director of Supply Chain Operations, duties remain the same with the exception of expanded coverage for the renamed Finance hotline team.

Mark Brown, Manager, Distribution, UM Healthcare, duties include managing distribution for the health system and have been expanded to include oversight of the Surplus team lead by Bo Solomon.

Cathy Taggart, Manager Contract Services, is responsible for health system services contracts not well suited to the Value Analysis process, and expense contracts for the Revenue generating departments. In addition her role will be to revamp policies and procedures, government relations (Sunshine Law requests), handle special projects and develop a supplier accountability program.

Kristen Meade, Director of Supply Chain, duties include co-sponsoring the Value Analysis Program and serving as director over all Strategic Sourcing Specialists, acting as the Health System's manager of contracting, and oversight for all Sourcing Specialists.

The Client Relations Managers on all campuses will now report directly to Tony.

2014 - 1st Quarter

Past Editions

2014 – 1st Quarter

In this Issue

[Mileage Reimbursement Rates Effective January 1, 2014](#)

[Your 2013 Form W-2](#)

[Travel and Expense System – Approving an Employee Reimbursement](#)

[Sponsored Programs – Effort Verification Reports Going Electronic](#)

[The Ethics and Compliance Hotline](#)

[Camps and Clinics Insurance](#)

[Supplier Diversity](#)

[PaymentNet4](#)

[COMPASS Guiding 2014 Budget Efforts](#)

[Records Management Training Opportunities](#)

Finance

Departments

[Finance](#)

[Controller](#)

[Institutional Research & Planning](#)

[Internal Auditing](#)

[Management Services](#)

[Planning & Budget](#)

[Procurement Services](#)

[Treasurer](#)

Ashley Selby, RN, Value Analysis Coordinator, joined the Supply Chain Management Team on February 19 and her role will be to maintain and grow the Value Analysis Program responsible for expense management programs in the Health System.

Tony continues to work with his leadership team to implement these changes that will assure a smooth transition. As a part of that transition the team is announcing a re branding. The department moniker will change to “The University of Missouri System Supply Chain.” Phones will be answered, ‘Good morning Supply Chain, etc.”

Contact *InFocus*

Do you have suggestions, story ideas or questions for InFocus editors? Send an email to infocus@umsystem.edu

Office of the Controller

Mileage Reimbursement Rates Effective January 1, 2014

The University of Missouri follows the State of Missouri’s practice of reimbursement for business transportation expenses at a mileage rate that is three cents less than the IRS standard mileage rate. The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The IRS announced on December [...] [Read more](#)

Your 2013 Form W-2

Many University of Missouri employees have provided consent to receive their Form W-2 in electronic format. In mid-January, an email was sent to employees who have provided consent to give notification that the 2013 Form W-2 was ready to view in myHR, Employee Self-Service. Prior year W-2’s and W-2c’s, from tax year 2009 through the [...] [Read more](#)

Account-Ability

Travel and Expense System – Approving an Employee Reimbursement

With the new Travel & Expenses System, employees are experiencing faster reimbursements. As an approver, you play an integral role in those reimbursements. Here are a few hints and reminders to help you when approving an Expense Report (ER): Roles & Responsibilities – As either a Project Manager Approver (or their delegate) or a Fiscal [...] [Read more](#)

Compliance Corner

Sponsored Programs – Effort Verification Reports Going Electronic

We are currently in the process of developing an electronic effort report that we hope to have implemented during calendar year 2014. We will be working closely with the campus Sponsored Programs Offices and Departmental Research Administrators as we go through the development process. Until then you will continue to receive the paper-based effort reports, [...] [Read more](#)

Ethics and Compliance

The Ethics and Compliance Hotline

The University established the “Ethics and Compliance Hotline” to provide employees with an anonymous avenue for reporting suspected incidences of ethics or compliance abuses, including fraud and fiscal misconduct, medical, human resources, research, athletics, and/or environmental, health, and safety issues. The reporting system is both web and telephone based and is available on a 24-hour/365-day [...] [Read more](#)

Risky Business

Camps and Clinics Insurance

Young people of all ages are heading off to University sponsored camps and clinics, both athletic and academic, to become more proficient in a chosen activity or area of talent. From girls' softball to boys' basketball, music, engineering, business and journalism, sponsored camps and clinics are an important service for young people aspiring to be [...] [Read more](#)

Facilities Planning and Development

Supplier Diversity

I have assumed the role of Director—Supplier Diversity and Small Business Development within Management Services, replacing Jackie Kelly. You will notice we've changed the name of the program as well, reflecting total inclusion of our effort. Our focus is to support both Procurement and Design and Construction system-wide in sourcing activities and to be the [...] [Read more](#)

Procurement

PaymentNet4

The University of Missouri will soon be upgrading to a new version of PaymentNet. This software has been used for reconciliation of purchasing and fleet cards and travel card payments for many years. PaymentNet is evolving and the system has been redesigned to better meet our customers' needs. Your card administration teams have been working [...] [Read more](#)

Compass Project

COMPASS Guiding 2014 Budget Efforts

The final piece of the Hyperion application, HCP (Human Capital Planning) is now available in production. Staff are in various stages of training at each campus. The Campus Budget Officers discussed and determined training needs, and those who have not yet attended training will soon be invited to future sessions. The new position budgeting functionality [...] [Read more](#)

Records Management

Records Management Training Opportunities

Did you know that Records Management offers training in the areas of use and services that it is involved with? For instance, Records Management offered a training on January 22nd called "How to Use the Records Center A-Z". In this training, Attendees were introduced to procedures, supplies, transmittal forms, services, policies and had lots of [...] [Read more](#)