



InFocus

A publication of the University of Missouri System
Division of Finance and Administration

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Welcome to InFocus!

The University of Missouri, as the state's land grant, research University, must be accountable to the public as well as state and federal governments. Our external constituencies expect that we will be good stewards of the resources entrusted to us. Finance and Administration strives to support the university's efforts toward External Accountability.

Through the development and implementation of standard policies and procedures, strong internal controls, diligent fiscal oversight, and strong institutional research capability, we are able to produce reliable financial, operational, and compliance reports on which the public can rely. These efforts help to engender confidence and trust in the University of Missouri.

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



Vice President Krawitz

Spotlight On ...



Spotlight On ...

"Records Management – Having the Right Record at the Right Place at the Right Time"

The office of Records Management ensures the proper management, protection, and disposal of records to meet the legal, financial, administrative, research and historical needs of the University.

Compliance Corner



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Risky Business



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Katz Hall at UMKC provides a new home for the Department of Architecture, Urban Planning and Design (AUDP).

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Finance & Administration

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UM System vice president of finance, administration receives highest honor from national business officers association



Minority Business Development

"Making a Difference: University of Missouri Reaching out to the Business Community"

The St. Louis Minority Business Council, a nonprofit organization, recently held its Missouri Business Opportunity Summit at the University of Missouri in Columbia. The Council said that large and small businesses gathered at the University to help jump start economic recovery throughout the state. Further, the Business Opportunity Summit attracted more than 275 participants and 71 exhibitors from St. Louis, Kansas City and the Central Missouri area as well as buyers from corporations, government and educational institutions. The University of Missouri was involved in the planning and implementation of this high profile Summit.



Hats Off!

"Exceptional Customer Service Awards"

The Hats Off program has grown into 2 separate award systems – the Top Hat Awards and the Warm Fuzzy Awards.



Wisdom's Corner

"Featuring Challenging and Inspiring Thoughts"

Responsible persons are mature people who have taken charge of themselves and their conduct, who own their actions and own up to them – who answer for them. – William J. Bennett (1943 -). The Book of Virtues: A Treasury of Great Moral Stories, 3 (introduction), 1993



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Spotlight On ...

"Records Management – Having the Right Record at the Right Place at the Right Time"

By Cyndie Parks, Director of Records Management

Records provide evidence of actions and decisions, support accountability and transparency, ensure compliance with legal and regulatory requirements, support decision making, and protect the interests of the University and its employees and students. There are many benefits to effectively managing records:



- Reduces the risk and expense of litigation by improving compliance with legal and regulatory requirements
- Increases the security of confidential and private information
- Saves money by reducing storage and maintenance costs for both paper and electronic records
- Saves time and improves productivity by ensuring that information can be located and retrieved quickly and easily when needed for audits, compliance, litigation or management decision making
- Saves space by preventing records from being retained longer than needed
- Organizes and protects vital records necessary to recover from a disaster
- Preserves the institutional memory and history of the University

[Records Management](#) (RM) is responsible for the development and implementation of policies and procedures to manage, protect, and dispose of records to meet the legal, financial, administrative, research and historical needs of the University. Records Management assists departments in

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determining what records they need to keep, how to store them and how long to keep them so they can efficiently conduct business. Once a department's business requirements are determined, the resulting retention authorization is approved by General Counsel, Internal Auditing, campus Archivist and the Director of Records Management.

Each department and, in fact, each individual is responsible for identifying, preserving and disposing of the records they create according to the University's records retention policies. To assist users Records Management provides training on records identification, retention policies, vital records, disaster preparedness, electronic records, and using the Records Center. We hold training session in our training room and in general live sessions on the campuses or using TelePresence. We will also come to your department to assist you with any problems you have or to provide department specific training to your staff. If you need assistance or have any other questions, call (573) 882-6362 or visit our [website](#).

In addition to consulting and training we operate the Records Center for storage of inactive and archival records. If you have paper records you don't need in your office but they have not met their retention requirements send them to the Records Center and free up some much needed office space. We will notify you when it's time to destroy the records and destroy them for you. If you need a record that is stored at the Records Center it is easy and quick to get it back.

It's important to remember that records are an important asset and must be managed and protect like all of the University's other assets. Records can be in many formats – paper, electronic, video/audio tapes, microfilm, etc. A record is a record is a record – it's not the media that makes the record but the content on the media. Good records management means having the right record in the right place at the right time.

This entry was posted on Monday, August 9th, 2010 at 5:58 pm and is filed under [2010 - 3rd Quarter](#).

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Training

"Online Training – 10 Sessions Now Available!"

By Ericka F. Kranitz, Director of Financial Compliance Training

Ten training sessions are now available on the [Controller's Office training website](#) that cover the basic concepts and requirements critical to financial accounting and sponsored programs compliance. The sessions available are:



Financial Accounting

- ChartFields – Covers the definition of ChartFields and how these are used within the University's financial system.
- Fund Accounting – Discusses the basics of fund accounting for governmental organizations and how the University applies fund accounting.
- Payroll Reconciliation – Provides an understanding of the University's payroll reconciliation policy and recommended procedures for reconciling payroll.
- Segregation of Duties – Discusses the concept of segregation of duties and examples of practical application at the University.

Sponsored Programs

- Allowability per A-21 – Discusses the allowable cost compliance requirements of the federal government.

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- Cost Sharing – Covers the fiscal compliance requirements for tracking and documenting cost sharing.
- Cost Transfers and Payroll Correcting Entries – Addresses the fiscal compliance and documentation requirements for cost transfers and payroll correcting entries on sponsored awards.
- Effort Reporting – Explains the effort reporting compliance requirements and the University’s process for certifying effort.
- PI Roles and Responsibilities – Discuss fiscal responsibilities of the PI for the pre- and post-award process.
- Segregation of Duties for Sponsored Programs and Delegation of Authority – Addresses the unique segregation considerations for sponsored awards and how a PI can delegate authority.

These sessions provide immediate training opportunities for new individuals as well as a refresher for those wanting to enhance their skills. While these cover the basics, the Controller’s Office is available to provide additional live training to discuss practical application of these concepts. These sessions are just the beginning of a curriculum currently being developed by the Controller’s Office. Stay connected; there will be many more in the near future!

This entry was posted on Sunday, August 8th, 2010 at 6:12 pm and is filed under [2010 - 3rd Quarter](#).

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Sponsored Programs

"Effort Verification Reports"

By Ryan Rapp, Assistant Controller for Sponsored Programs Administration

It's that time again!



All employees who have expended effort on a sponsored award between January 1, 2010 and June 30, 2010 must certify an Effort Verification Report (EVR). Please contact your campus Sponsored Programs Office if you worked on a sponsored award during this time period and do not receive an EVR by August 23. The signed EVR's should be returned to your Sponsored Programs Office within 30 days of distribution to your department.

Training is available on EVRs and other sponsored programs compliance issues on the [Controller's Financial Compliance Training website](#). If you have any questions, please contact your campus Sponsored Programs Office.

This entry was posted on Saturday, August 7th, 2010 at 6:22 pm and is filed under [2010 - 3rd Quarter](#), [Uncategorized](#).

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Sponsored Programs

"A-133 Single Audit Report"

By Ryan Rapp, Assistant Controller for Sponsored Programs Administration

With fiscal year end right around the corner, the A-133 audit process for fiscal year 2010 has already begun. What does this mean for individual departments? If you handle federally-funded sponsored projects or are responsible for administering other federal funding programs, such as Student Financial Aid or Smith-Lever, you may be contacted for documentation to support expenditures charged to federal programs during fiscal year 2010. In preparation for the A-133 audit, please ensure expenditures charged to federally-funded sponsored projects include only allowable costs and are in compliance with University and sponsor policies.



If the external auditors select an award for audit testing that was awarded to your department, you will be contacted by August 2010 to provide supporting documentation by a specific due date (tentative due date is October 2010). If you have questions, please contact your campus Sponsored Programs Office.

This entry was posted on Friday, August 6th, 2010 at 6:37 pm and is filed under [2010 - 3rd Quarter](#).

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Initiatives to Reduce Work Related Injuries

"Post Offer Pre-Employment Testing (POET)"

By JoAnne Flowers, Assistant Director for Risk & Insurance Management

A taskforce, with representatives from each campus and the healthcare system, was formed to review the rising workers' compensation experience and costs. The group recommended preventative solutions to the Administrative Management Council (AMC) which included developing a Post Offer Pre-employment Testing pilot program.



Post Offer Pre-employment Testing (POET) is physical demand demonstration to assure candidates are being hired that can safely perform the work. The consultant begins with collecting objective information about the physical demands of the job titles. Then a physical test is developed and validated anonymously. Testing is completed after an offer is extended but prior to work beginning, much like the background check process. The pilot is focused on certain administrative, service, and support positions. Current employees who remain in those positions will not be required to take the examination. If, however, a current employee transfers to a different position with higher physical demands within the included positions, he/she will be required to pass the examination.

POET along with other efforts aimed at reducing workers' compensation claims, continued to gain ground last year. Compared to the baseline data, the overall claim frequency has reduced by 32% and provided an estimated total cost avoidance of more than \$265,000.

This entry was posted on Thursday, August 5th, 2010 at 6:46 pm and is filed under [2010 - 3rd Quarter](#).

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Current University Projects in Design

"UMKC – Katz Hall"

By Dave Sheahen, Director of Facilities Planning & Development

Katz Hall was built in 1965 for the School of Pharmacy. It contained offices, classrooms and research laboratories. In 2007, the Health Sciences Building was opened and the majority of the School of Pharmacy moved. However, it wasn't until 2009 that the Pharmacy research laboratories were completed in the Health Sciences Building and last summer the remaining faculty moved to the Health Sciences Building.



The Department of Architecture, Urban Planning and Design formerly resided in the Epperson House. The 4 story, 48 room, Epperson House was built in 1923 as a private residence. The house has an interesting history; most notable is that it is haunted. Minimal modifications have been implemented through the years, so the Department of AUDP had to overcome many challenges to function effectively in Epperson House.



Last fall, a significant portion of the interior of Katz Hall was demolished and reconstructed to house AUDP. The ground floor has general classroom space, a model shop for students to build projects, and a computer lab. The first floor has classrooms, offices, and an exhibition area. The second floor houses two lecture halls, a classroom and open studio spaces for urban design students. Finally, the third floor features open studio space for design students.

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An interesting by product of the renovations is that the large floor to ceiling 'porthole' windows of Katz Hall were revealed and now can figure more prominently than when the building was fitted with laboratories.

This entry was posted on Wednesday, August 4th, 2010 at 6:55 pm and is filed under [2010 - 3rd Quarter](#).

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Finance & Administration

"NACUBO - Focused on UM Vice President Krawitz"

By UM Strategic Communications

Nikki Krawitz, vice president of Finance and Administration for the University of Missouri System, recently received the Distinguished Business Officer award from the National Association of College and University Business Officers (NACUBO).

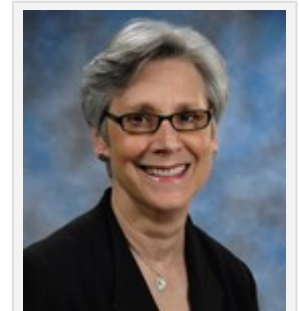
The award is the highest individual honor bestowed by the association and recognizes individuals who have made outstanding contributions to business and financial management in higher education during their careers.

"Nikki is an invaluable resource for our university and is obviously respected by her peers across the country," said UM System President Gary Forsee. "In all areas of her purview, Nikki continues to advance the system's four campuses while protecting state resources, streamlining administrative processes and helping ensure the university's financial viability long into the future. I couldn't imagine someone more worthy of this award."

Krawitz has more than 30 years of experience in higher education. In her current position as vice president, she has responsibility for the university's \$2.5 billion budget and its treasury, accounting, procurement, facilities planning and design, real estate, internal audit, risk and insurance management, and institutional research functions. Highlights of her tenure include systemwide implementation of e-procurement; debt management that has saved the university more than \$70 million; development of new scholarships for students; cost reduction and management strategies; implementation of accountability measures; and changes to the endowment fund and retirement trust fund to provide greater investment options and produce more stable returns.

In addition to her service at the university, Krawitz serves on the board of directors of the Council on Government Relations and its Costing Policy Committee, the Association of Public and Land-Grant Universities Board of Directors and its Council on Business Affairs Executive Committee, and NACUBO's Research University Advisory Council. She regularly presents workshops on higher education budgeting and finance for the American Council on Education and has authored numerous papers. Locally, she is a board member of Stephens College and Landmark Bank and serves on the City of Columbia Tax Increment Financing (TIF) Commission.

Krawitz received the Distinguished Business Officer award during NACUBO's 40th annual meeting in San Francisco in late July. Founded in 1962,



Natalie "Nikki" Krawitz

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NACUBO is a nonprofit professional organization representing chief administrative and financial officers at more than 2,100 colleges and universities across the country. Its mission is to promote sound management and financial practices at colleges and universities.

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Minority Business Development

"Making a Difference: University of Missouri Reaching out to the Business Community"

By Jacqueline Hall Kelly, Director of Minority Business Development

University of Missouri President, Gary Forsee, Honorary Chair for the Summit, welcomed the conferees to the University. President Forsee said minority business participation and partnering in the University's procurement process allows the University to obtain quality products and services at competitive prices, while promoting economic development and job creation throughout the state.



Natalie "Nikki" Krawitz, Vice President for Finance and Administration and Board member for the St. Louis Minority Business Council, said the University of Missouri was a great venue for the Missouri Business Opportunity Summit. The University of Missouri not only educates students – leaders of tomorrow – but also current leaders in small business and large corporations. The University provided a venue for the exchange and the development of opportunity between minority owned-firms and major corporations.

David Kerr, appointed by Governor Jay Nixon as Director of the Missouri Department of Economic Development, delivered the keynote speech during the luncheon. In his speech, he said that moving the economy forward can't happen unless Missouri's small businesses are vibrant, prospering and creating jobs.

In addition to the Summit and Trade show, there were one-on-one meetings with small businesses and a workshop which allowed the participants to meet the University directors of Design & Construction and Procurement, as well as learn "how to do business with the University of Missouri." Leading the workshop were the following: David Sheahen (UM System); Bob Simmons (UMKC); Ted Ruth (Missouri S&T); Larry Hubbard (MU) and Tom Royster & Sam Darandari (UMSL); and from Procurement, Tony Hall (UM System/Health Care) and Steve Mack (UM System).

Lastly, a group of volunteers from the University of Missouri aided in the implementation of the Summit and Trade show. Anjanette Brooks, St. Louis

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Minority Business Council, remarked that an event is only as strong as the volunteers and "our event was fabulous!" Further, she said: "Thank you for jumping in wherever you were needed and for having displaced such a can do attitude." The group of volunteers to whom Anjanette was referring included the following: Huyen Truong (MU MBA Student); from MU Extension Elaine Palangpour (MOPTAC) and Virginia Wilson (SBDTC); from UM System Willie Jones (Records Management); Jennifer Smith (Risk & Insurance Management); Procurement Client Relations Managers representing the four University campuses Teresa Vest (MU), Cathy Barker (UMKC), Stacy Jones (Missouri S&T), Tanjela Brooks (UMSL); and also from Procurement Billie Crockett and Ellen LoCurto-Martinez. On a final note, Anjanette said "We certainly could not have done without each one of you."

To all of the University of Missouri participants in this first Missouri Business Opportunity Summit, sponsored by the St. Louis Minority Business Council (St. Louis), the Minority Business Enterprise Center and the MidAmerica Minority Supplier Council (Kansas City), "hats off" to you for your leadership and unwavering teamwork in making the Summit a success. To the external community, you were the "face" of the University of Missouri.

This entry was posted on Monday, August 2nd, 2010 at 7:05 pm and is filed under [2010 - 3rd Quarter](#).

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Hats Off!

"Exceptional Customer Service Awards"

By InFocus Editor

The Hats Off program has grown into 2 separate award systems – the Top Hat Awards and the Warm Fuzzy Awards.

The Top Hat Awards are given from "The Top" – Vice President Krawitz presents these awards on a quarterly basis after receiving nominations from her direct reports. Recognizing exemplary work by F & A employees, it is given to those whose performance goes beyond the normal high expectations. The award winner receives an actual top hat to be displayed for that quarter, and a note from Vice President Krawitz recognizing them for their commendable service.



For 3rd Quarter 2010, Cyndie Parks, Director for Records Management nominated Arlandis Glasgow, Records Center Technician for the Top Hat Award.



Arlandis Glasgow

Arlandis Glasgow receives the "Top Hat Award" for outstanding customer service. Arlandis is a Records Center Technician with Records Management. His duties include the delivery and pick up of boxes of records as well as individual files. The volume varies daily – there can be anywhere from thirty boxes to one hundred boxes to pick up and as many boxes and files to deliver AND this is done in all kinds of weather. It does not matter if it is raining, snowing, zero, or 100 degrees outside Arlandis always does the job with a smile and without complaint. Arlandis is the face of this department and he takes customer service to heart.

He is sometimes the only person from Records Management that the customer will see and he has developed a reputation of going the extra mile to make the customer happy. He also works with customers to resolve any problems he encounters on his route. When he is not on the route, our customers want to know where he is, if he is okay and when he will be back. During an illness last year, he was off the route for several weeks and many customers asked for daily updates on how he was doing. They kept saying they missed his smile and friendly remarks and hoped he would be back soon. Other customers have described him as 'super duper', 'a wonderful person', and 'great to work with'. He always has a smile on his face and is willing to lend a helping hand. He will do whatever it takes to get the job done. Thank you Arlandis for being an outstanding representative of Finance and Administration to so many customers!

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The Warm Fuzzy Awards are given by any staff member within F & A to those who have provided Exceptional Customer Service. Each F & A staff has access to these "Warm Fuzzies" to give out – and they have been popping up in many offices and workstations! The process is informal, allowing each staff member to choose the time and method in which to present the award.

This entry was posted on Sunday, August 1st, 2010 at 8:15 pm and is filed under [2010 - 3rd Quarter](#).

One Response to "Hats Off!"

1.



Betty Volosin says:

August 12, 2010 at 8:05 am

I think this is a wonderful way to recognize someone who goes "above and beyond" what might be expected! It's terrific! Hat's off to the person who thought it up too!

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Wisdom's Corner

"Featuring Challenging and Inspiring Thoughts"

By Memoree Bradley, Secretary to the Vice President of Finance & Administration

Responsible persons are mature people who have taken charge of themselves and their conduct, who own their actions and own up to them – who answer for them. – William J. Bennett (1943 –). *The Book of Virtues: A Treasury of Great Moral Stories, 3 (introduction), 1993*



This entry was posted on Saturday, July 31st, 2010 at 8:39 pm and is filed under [2010 - 3rd Quarter](#).

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