



**Full Staff Minutes
July 12, 2012**

Members Present: Nicole John, Bud Gifford, Lynn Frank, Diane Sauers, Wanda Campbell, Dana Waldrop, Damon Lares, Tim Crafton, Shirley Troupe, Elaine McGill, Sharron Woods, Wanda Pryor, Molly Myhan, Alecia White, Barbara Ferguson, Jerrie Smith, Phyllis Claxton, Pat Bradford, Kelly Leigeber, Penny Pitts, Diann Shelton, Nancy Morgan, Debbi Kelly, Nancy Croomes, Laura Allen, Lisa Payne, Tracy Hicks, Kenneth Collins, Guy McClure, Molly Pepper, Andrea Martin, Jana Pettus, Tonyia Bowling, Tricia Di Lullo, Gina Lovett, Felicia Mucci, Leigh Boulineau, Evan Thornton, Rodney Stevens

Handouts: None

- 1) Welcome-The meeting was called to order at 1:34 p.m.
- 2) Minutes- The minutes from February 24, 2012 were reviewed and accepted.
- 3) Announcements-
 - a) Board of Trustees- The progress and schedule were reviewed. The Board of Trustees is expected to have their first meeting in October.
 - b) Administrative Council Minutes- The minutes are no longer emailed; they can be accessed in the Public (P) drive Administrative Council folder.
 - c) Staff Luncheon- The luncheon was well attended. Lynn thanked everyone for their participation and support. Two-hundred dollars (\$200) was raised by the staff and donated to the Limestone County Churches Involved (LCCI) food bank.
 - d) Staff Professional Development- Kelvin Redd from Emergenetics will present our Staff Professional Development on August 8th from 8:00 a.m.-12:00 noon in the Ballroom. CB104 will be used if the Ballroom is unavailable. A questionnaire will be emailed on Monday, July 16th by Lynn Frank. Staff members available to participate should fill out the questionnaire by July 27th. This workshop is free; however, participants are asked to follow-through with the Workshop on August 8th so the cost of the evaluation is not wasted. This activity is designed to encourage leadership by focusing on the commitment to lead by understanding and respecting others.
- 4) All in a Day's Work Presentation- Evan Thornton, Business Manager- Financial Affairs
 - i) Evan introduced the Financial Affairs staff present. He reviewed the day-to-day processes which include; budgets, PACT, purchase orders (PO); travel reimbursement; student accounts, time sheets and vendor and disclosure forms.
 - (1) Items of note were:
 - (a) Purchases are paid after 30 days with PO #. No one is authorized to obligate any purchase until the receipt of PO #. The ordering department is responsible for placing all orders after receiving the PO# with the exception of Staples and Office Depot orders.
 - (b) Travel reimbursements take approximately one week after reaching the Business Office and will soon be direct deposited.
 - (c) Gas cards are in the University vehicles and drivers have individual pin numbers.
 - (d) Students can now register two semesters at a time.
 - (e) A "self service" budget will soon be available on ASU Online.
 - (f) Faculty time sheets are in the works.
 - (g) Financial forms are online on the Financial Affairs webpage. Employees are encouraged to use the online forms in lieu of the forms on the Public (P) drive.
 - (i) Approved out of state travel forms can be used to process purchases pertaining to approved travel.
 - (ii) Vendors must be pre-approved before submitting a purchase order. The vendor form and approved vendor list is online on the Financial Affairs webpage. It is the responsibility of the ordering department to verify if a vendor is approved or submit the form for approval.
 - (iii) Disclosure forms are required for purchases over \$5,000.
- 5) Adjourn- The meeting adjourned at 2:00 p.m.