

Tuesday, May 16, 2006 AOP meeting minutes

Present: Laura Kigin, Patty Pfalz, Mary Claire Schultz, Kathy Scott, Jane Kollasch, Mary Lou Byrne, Jill Gebhardt, Barb Ekeberg, Herta Pitman, Anne Warren, Betsy Salvatore, Kay Crawford, Roxy Fisher, Barb Jeffers, Ann Esson, Margaret Beegle

1. Kathy Johnson, Purchasing Manager shared information about the Purchasing Department transition to Banner.

-On June 1 many of our accounting and business services functions will be provided using Banner and CARS will be phasing out.

-As of May 15 it is no longer possible to do purchase orders on-line. This is to enable the transition to Banner. Eventually Purchase requisitioning will be available using Banner, but not at the beginning of the phase in. When it's available there will be training offered, possibly in October.

-Kathy has sent out copies of new purchasing forms to all departments. They are:

1. Check Request
2. Payment Authorization for Non- Employee Services
3. Travel/Cash Advance Request
4. Travel Expense Report Form
5. International Travel Expense Form
6. Purchase Requisition (same as before)

-The forms are also available on-line at <http://www.macalester.edu/rpa/forms.html>

-On and after June 1 we should be using the new forms.

-The major difference in these forms is the FOAPAL code (training about this will be offered next week. Please see the bullet about signing up for training below). This will take some adjusting, but the good news is tracking expenses for our special projects (like searches or conferences) will be much easier.

2. Nancy Eastham, Director of Accounting and Budget and Brian O'Hara and Mary Lorenz provided an overview of Banner and information about initial training.

-Beginning June 1 our budget will be processed using Banner.

-Banner is a web-based program; no more blue screens. Banner works on all the browsers it's been tried out on (Firefox, Internet Explorer, Safari, Mozilla...)

-Handouts were provided. They were printouts from the web site. You can link to the handouts at:

1. <http://www.macalester.edu/accounting/> In the left navigation bar visit the links under Operation Elm

2. <http://www.macalester.edu/elm/>

3.

<http://www.macalester.edu/accounting/WhatsaFOAPAL.html><http://www.macalester.edu/accounting/WhatsaFOAPAL.html>

**-Initial personalized two-hour training on Banner will be offered next week in Lampert on the third floor. The available days are Tuesday, Wednesday,**

**Thursday or Friday, May 23 through May 26 and the sessions are either 8-10 or 10-12 AM. Please e-mail Tracy Arndt at [arndt@macalester.edu](mailto:arndt@macalester.edu) or call her at 6567 to reserve your time. Also, please e-mail Brian O'Hara at [ohara@macalester.edu](mailto:ohara@macalester.edu) with a list of account numbers that you work with. Business services will likely catch your commonly used accounts, but they don't want to miss your unusual accounts.**

-There will be additional refresher trainings offered during the summer.

-You should have gotten an e-mail asking about whether/how eliminating petty cash would affect you. With the change to Banner, at least initially, petty cash would be difficult to administer. In our discussion there seemed to be a desire to continue having petty cash available and that perhaps it could be unavailable for this summer, but reinstated by the beginning of classes.

**-Remember Banner starts June 1. Training takes place next week.**

3. Nels Erickson, Director of HR provided an update about step increases and the review of the pay grades

-Nels basically reviewed information that we'd discussed in previous meetings.

-His stated goal is to arrive at a system that is easier to understand, perceived as fair and that helps employees understand what they need to do to advance.

-Macalester currently uses a points system and we're looking at using a market based system. Nels' personal preference is to go to a merit system.

-There will probably be a move to a system that progresses through a few levels.

-We'd need to find comparison groups that are actually comparable to the positions we have here. That includes looking at for-profits, non-profits and other academic institutions of our financial size.

-Several group members voiced concerns that things such as, number of majors, number of roles, "managing up" urban location and our "comparison" schools be factors.

-There is no clear timeline for any of this decision-making to take place.

-Group members offered their willingness to be included in any study committee that might be formed to work on this.

Our next meeting will be in October on an unspecified Tuesday morning at 9:30 and organized by the Fine Arts AOPs.

Respectfully,  
Herta Pitman