

**Notes of
Business Operations Meeting
June 16, 2009**

The Agenda for the June 16th meeting can be viewed at [061609 Bus Operations MtgPowerPoint.pptx](#)
Topics included:

I. Meeting Improvement - Further Get To Know You - Say Hello (Bob Demory)

As a follow-up to the Business Operations Meeting Survey, Bob Demory suggested everyone take 10 minutes and introduce themselves to people they have not met. Since our group is continuously expanding it may be a good idea to look around each month and introduce yourself to those you do not know.

II. HR Update (Megan Rayfield/ Connie Michalak)

Megan and Connie presented an HR update including (A) Three categories for Existing Interim Positions, the limitations on these positions, and the actions that can be taken to fill the positions; (B) Future Interim Appointments, limitations, and process for filling the positions; (C) Strict Position Control Hiring Process for filling vacancies. The existing process for obtaining authorization to fill vacancies will continue with slight modifications. (D) General Guidelines; (E) New HR Project whereby positions will be posted to the web, applications will be accepted on the web, managers will have access to resumes.... and much more. The presentation can be review at [Interim Appointment Procedures.ppt](#)

In addition, HR has created a new website for Business Operations which will provide current updates, changes to HR processes, etc. Visit the site at http://www.utoledo.edu/depts/hr/business_operationsResources/.html

Please contact Megan or Connie should you have any questions regarding the foregoing.

III. University of Toledo Foundation Proposed Policy (Bryan Dadey)

Bryan Dadey, Vice President for Finance and Operations for the UT Foundation, presented the Foundation's proposed new disbursement policy. [UTF Disbursement Policy.ppt](#)

IV. Main Campus Provost Presentation (Brenda Grant)

Also as follow-up to the Business Operations Meeting Survey, wherein it was suggested department representatives' make a presentation to the group describing the

function of the area, the staffing, and any other information that may be of interest to the group, Brenda Grant presented information on the Office of the Provost – Main Campus. [Office Of The Provost Operations Meeting Presentation.ppt](#)

V. Open Discussion, Announcements, etc.

A. A copy of the Business Operations Meeting Survey was once again distributed. [Business Operations Meeting.ppt](#). Your input is very important for these meetings to successfully serve their purpose. If you have not completed a survey please do so and send to Bob Demory.

B. Introduction of New Staff:

David Cutri – Director of Internal Audit

Mary Alderman – Public Health Homeland (HSC)

C. Deadlines for Accounts Payable:

- Invoices must be received by July 7th if you want them posted in FY 09
- Purchase Orders must be received by June 30th or it will not go in FY 10.

D. Linda Chany requests that you go directly to Lawson to check on the status of payments to vendors. With the amount of paperwork coming into Accounts Payable, it is extremely difficult to accommodate these requests in a timely fashion. Your assistance in accessing Lawson directly will be greatly appreciated.

E. Webcast Operations Meetings – We will look into the question of whether or not our meetings could be webcast.

F. Budget Reconciliations – Due August 10th for July

VI. Announcements/Follow-up:

- No Meeting in July
- Next Meeting - August 11, 2009 @ 3:30 on the HSC
HE Building – Room 105