

Business Manager Meeting Notes


February 23, 2005

The February 23, 2005 Business Managers Meeting included presentations on the Conference Services Bureau, the Chart of Accounts in Banner, and information on Form I-9.

Tom Page, Controller, opened the meeting. Joyce McBride Hamer, Interim Director, Budget and Planning, provided some preliminary information on the budget. A budget deficit is predicted, and so far we're not sure now what the cuts will look like. Enrollment numbers are not locked in yet.

Jennifer Harpel, Manager, Payroll, stated that the Payroll Department's hours will change from 7:30 am - 5:00 pm to 8:00 am – 5:00 pm effective March 14, 2005. Jennifer also announced that the online Personnel Action (PA) forms have been updated. They are now “smarter” forms that will calculate per period pay and FTE's. There are links out to the Fiscal Year Payroll Schedule that force you to use the appropriate dates for faculty contracts, with the exception of grant-funded positions.

Tom Page said the Accounts Payable and Payroll Offices have been receiving several requests for manual checks lately. It's under review to begin charging for manual checks. If your area or department habitually requests manual checks, please keep this in mind.

Greg Graham, Retail Operations Manager, and Chris Buck, Facilities Manager, did a PowerPoint presentation on the Conference Services Bureau, (University of Toledo Conference Services Bureau ). The conference bureau will provide services for future internal and external conferences. A search is currently underway for the conference services bureau manager. The intention is to have the conference bureau up and running before the end of Spring Semester. The conference bureau will act as an umbrella for the various areas on campus that schedule conferences.

Brian Bushong, Director, ERP Implementation Team, along with Doris Celian, Director, Accounting Operations and ERP Team Member, and Pam Beck, Manager, Financial Reporting, discussed the Chart of Accounts in Banner. A team comprised of Brian, Doris, Pam, and Tonia Weaver, ERP Team Member, has begun drafting exploratory choices for the chart elements. Banner provides a lot of choices for the “behind the scenes” stuff, and they asked for the audience's input as to their reporting needs. Doris discussed the draft of a sample organizational hierarchy. Pam discussed the draft of sample program codes. If there are questions, please contact Brian, Pam, Doris, or Tonia Weaver.

John Satkowski, Associate Vice President, Academic Finance and Planning, and Pete Papadimos, Associate General Counsel, Legal Affairs, discussed the I-9 form. Form I-9 is verification that an employee is eligible to work in the United States. All

employees (citizens and non-citizens) hired after November 6, 1986 must complete this form and provide their employer with evidence of their identity and employment eligibility. There is a list of acceptable documents to establish identity and employment eligibility. Please refer to <http://www.payroll.utoledo.edu/Forms.asp> to find the I-9 form, instructions, and a list of acceptable documents. Pete said that either the Department of Labor or Homeland Security will come to UT to conduct an audit on I-9's for current and former employees. The University can be fined between \$100 and \$1,000 for a missing I-9. In preparation for this visit, UT is verifying that I-9's are on file for all staff and faculty, past and present, since 1996. If you're notified that your department/area is missing an I-9, please contact that person and ask him/her to complete an I-9 form. Staff I-9 forms are housed in Human Resources. The Provost's Office maintains faculty I-9 forms. Career Services stores student I-9's.

Attachment:

University of Toledo Conference Services Bureau 

University of Toledo Conference Services Bureau



University of Toledo
Conference Services Bureau

By a show of hands...

How many of you have attended a
professional or academic conference hosted at
another University?

How many of you have hosted a
professional or academic conference here
at the University of Toledo?



University of Toledo
Conference Services Bureau

Conference Bureau Committee:

Guy Beeman, Student Senate

Christopher Buck, Aux. & Bus. Serv.

John Donegan, Plant Operations

Greg Graham, Aux. & Bus. Serv.

Ronald Speier, Student Affairs

Tim Warga, Athletics Facilities

Pat Besner, Student Recreation Ctr.

Connie Cytlak, Campus Police

Wayne Gates, Student Affairs

Joel Lipman, Stranahan Arboretum

Karen Troyer, Academic Resources

Julia Wingard, Student Union



Committee Charge

To develop a comprehensive Conference and Visitors Bureau structure that will promote and coordinate the use of all existing and new University facilities. The Conference and Visitors Bureau will provide a one-stop shop to assist both on-campus and off-campus organizations with the coordination and scheduling of events on campus, providing housing, foodservice, parking and other amenities.

The Role of the Conference Bureau

- Coordinate a centralized scheduling system and produce a master schedule of campus events.
- Create and administer a set of policies and procedures relevant to the rental of University space.
- Act as a campus-wide scheduling office and one-stop shop for any group wishing to utilize the University's facilities and/or services.
- Refer potential clients to the appropriate facility director and the responsibility for coordinating the event within their facilities.
- Promote the University as a comprehensive package of services that can be marketed to a diverse group of agencies.

Benefits to The University of Toledo

- Increased exposure which will lead to increased number of visitors to The University's campuses.
- A centralized scheduling system and service.
- Additional departmental revenue which provide space and/or services
- A uniform contract and liability coverage for all off-campus groups utilizing University property through a standardized and consistent set of policies and procedures for campus rentals.

Staff Structure

- Manager, Conference Services Bureau
- Assistant Manager, Conference Services Bureau
- Public Inquiries Assistant

Greater Toledo Partnerships

- Greater Toledo Convention & Visitors Bureau
- Midwest Meeting Marketplace
- Ohio Society of Association Executives
- Religious Conference Managers Association
- Meeting Planners International
- Greater Toledo Hotels
- Seagate Convention Centre

Industry Affiliations

ACCED-I	Association of Collegiate Conference and Events Directors – International
RCMA	Religious Conference Management Association
MPI	Meeting Professionals, International
PCMA	Professional Convention Management Association
OSAE	Ohio Society of Association Executives
IAAM	International Association of Assembly Managers
CIC	Convention Industry Council
ISES	International Special Events Society

Benchmarking

- Kent State University
- Cleveland State University
- University of Akron
- Bowling Green State University
- Central Michigan University
- University of Memphis
- University of Houston

General Policies

- The University of Toledo is a student-centered public metropolitan research university focused on education and community outreach programs. The focus of activities at The University of Toledo is directed toward its students, faculty and staff.
- The University requires reimbursement for all direct costs incurred for facility use.
- Facility rental charges include the indirect costs such as utilities and the maintenance of the University facilities.

Use of University Facilities

The use of University academic facilities, classrooms, seminar spaces, laboratories and auditoria for scheduled academic instructional and research purposes will take precedence over all other uses of such space.

Use of University Facilities

■ Internal

Faculty & Staff

- ◆ Work directly with the Conference Services Bureau or appropriate venue management to complete a Facilities Reservation Form.
- ◆ Obtain signature & account approval of appropriate University officer.
- ◆ Return completed request form to the Conference Services Bureau a minimum of ten working days prior to start of the event/program.

Internal University organizations using facilities for non-academic or non-credited programs will not incur facility rental costs. However, University organizations will be charged for direct costs.

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Conference Services Bureau

Use of University Facilities

■ Internal

Student

- ◆ Work directly with the Conference Services Bureau or venue management of desired location to complete a Facilities Reservation Form.
- ◆ Obtain the signature and account approval of the advisor and appropriate Student Life officer.
- ◆ Return the completed request form to the Conference Services Bureau or venue management of desired location a minimum of ten working days prior to the start of the program.

Internal University Student Organizations temporarily using generally funded facilities for a purpose directly related to its mission is not responsible for facility rental costs.



Use of University Facilities

■ External

In Partnership with a University Department

- ◆ Program must be related to The University's mission of Learning, Discovery and Engagement;
- ◆ Appropriate University officer with the authority to approve the program and commit the unit's financial resources has authorized the program.

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Conference Services Bureau

Use of University Facilities

■ External

In Partnership with a University Department...continued

- ◆ The University's academic or administrative unit must be designated as the "University Host" and responsible for:
 - ◆ Assistance in planning and preparing a budget that details expenses and revenue.
 - ◆ Completing the Facilities Reservation Form and forwarding a copy to Conference Services Bureau or appropriate venue management ten working days in advance of the start of the program/event.
 - ◆ Attend the event/program in its entirety to insure it is conducted in accordance with University policies and safe/proper use of equipment.



Use of University Facilities

■ External

In Partnership with a University Department...continued

- ◆ External organizations in partnership with a University department are not responsible for facility rental costs. However, External organizations in partnership with a University department are responsible for all associated direct costs.
- ◆ Should The University incur any fiscal liability associate with a program sponsored by a University department in partnership with an External organization, the ultimate responsibility for the event, and all liability for any personal injury or property damage resulting from the event/program will be the sole responsibility of the External organization. The External organization must procure and maintain in full force insurance coverage.

Use of University Facilities

■ External

Requests from external organizations must be made through the Conference Services Bureau, which is the centralized scheduling agent for The University. The use of University facilities by an external organization may be granted only when a University Facilities and Service Contract has been properly executed.

◆ Terms & Conditions:

- ◆ The External organization does not bar participation because of race, religion, color, national origin, sexual preference, ancestry, sex, age or disability.
- ◆ University facilities may not be used in any manner to state or imply that The University is endorsing an ethnic, political, sectarian or religious position.

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Conference Services Bureau

Use of University Facilities

■ External...*continued*

- ◆ The proposed event/program must comply with all University Policies and procedures.
- ◆ Fund raising activities in University facilities are permitted only when The University specifically approves a detailed plan for a designation of funds in order to ensure that an event is performed in a lawful manner with proper representation and in fairness to all organizations.
- ◆ The organization must utilize the exclusive University Dining Services contractor. No food or beverages may be brought in or sold at The University unless otherwise approved in advance.
- ◆ A University Facilities Use and Service Contract must be properly executed between the organization and The University. The organization is responsible for facility rental fees at the “external user rate” as well as all associated direct costs.
- ◆ An external organization using University facilities must procure and maintain in full force insurance coverage.



Rate Structure

Auxiliary Operations

- ◆ The Conference Services Bureau will request an estimate from each Auxiliary Operation that will provide space or services to an event scheduled by the Conference Services Bureau. Each Auxiliary Operation is responsible for its own direct and indirect costs related to the rental event activity. All costs will be included in the master invoice for all space and services billed to the client.

University of Toledo Conference Services Bureau

Rate Structure

General Fund Facilities

Rent for a generally funded facility is based on the following:

Indirect Costs

	Cost/Sq. Ft./Yr.	33% to General	TOTAL
Utilities	\$3.45	\$1.15	\$4.60
Maintenance	\$3.90	\$1.30	\$5.20
Cleaning	<u>\$1.89</u>	<u>\$0.63</u>	<u>\$2.52</u>
TOTAL	\$9.24	\$3.08	\$12.32

Due to the uncertainties associated with the energy markets, it may be necessary to make seasonal adjustments to specific utility charges.



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Conference Services Bureau

Rate Structure

General Fund Facilities

Rent for a generally funded facility is based on the following:

Direct Costs

- ◆ Staffing

 - Set-up, service and takedown.

 - Cleaning and maintenance outside of normal operational schedules.

 - Police assigned to specific activities.

 - Parking for specific events.

- ◆ Cost associated with providing technical assistance for use of of mediated equipment.

- ◆ Additional utilities costs as a result of operation outside of normal hours.



Rate Structure

General Fund Facilities

Rent for a generally funded facility is based on the following:

Direct Costs...*continued*

- ◆ Costs associated with contracted equipment and services from outside The University.
- ◆ Conference Services Bureau charges based on a percentage of the total bill to the client, which is currently 15%.

University of Toledo Conference Services Bureau

Policies

- ◆ Revoking Reservations
- ◆ Promotion and Advertising
- ◆ Use of Facilities When The University is Closed
- ◆ Food and Beverage Services
- ◆ Concealed Weapons
- ◆ Smoking Policy
- ◆ Credit Card Vendors
- ◆ Direct Cost Expenses
- ◆ Defacement and Damage to University Property



Policies

- ◆ Obstructions/Fire & Safety
- ◆ Vendor Tables and Concessions Sales
- ◆ Cancellation by the User - More than 30 days
- ◆ Cancellation by the User - Less than 30 days
- ◆ Cancellation by the User - Less than five days
- ◆ Cancellation by The University
- ◆ Indemnification By Non-University Licensees
- ◆ Insurance for Commercial Use of University Facilities
- ◆ Staffing

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Conference Services Bureau

Policies

- ◆ Security
- ◆ Abide By University Policies
- ◆ Emergencies
- ◆ Entirety of Agreements
- ◆ Non-Assignment of Reservations
- ◆ Facility Arrangement
- ◆ Traffic and Parking
- ◆ Shipping/Storage of Materials
- ◆ Payments - Internal Users
- ◆ Payments - External Users in Partnership with a University Department



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Policies

- ◆ Payments - External Users
- ◆ Recordings, Television and Projections
- ◆ Amplification
- ◆ Right of Entry

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Questions?

