
Meeting Host: Andrea Morello for Lisa Goberis

Next Meeting Host: Johanna Eagan, February 1st, 11:00am-12:00pm

Information Items

- **Procurement** (Natalie)
  - Electronic signature policy finalized; will be posted to website soon
  - DocuSign awarded contract after open bid
  - Working with CCIT on implementation plan
  - Reviewing approval queues and who should be signing off on requisitions, invoices, etc

- **ORA** (Johanna)
  - Working on new proposal system
  - Ramped up internal trainings and will be rolling out to campus as external training in next few weeks
  - Hiring Billing Specialist, hopefully decision next week (initial search failed)
  - Remind PAs or faculty to review account balances while preparing Spring contracts

- **Controller's Office** (Tressa)
  - ChromeRiver testing underway—7 volunteers?
  - Looking at ways to improve training for campus, less focus on mandatory in-person training
  - Monica Gutierrez Benefits Tech last day was Friday, Ann Hix now covering
  - A/P Tech position vacant
  - (Cindy Kerr) all 2017 pay must be recorded by Dec. 19th to be processed on Dec. 31st—will start sending monthly payroll schedule to fiscal officers
  - (Cindy Kerr) issues with retroactive pay, supplements
  - Remind student/faculty to do time sheets on time especially around holidays

- **Campus Updates** (All)
  - (Beth) can vendors set up direct deposit payments?
  - (Tressa) Yes, but manage audit risk and use third party verification; hasn’t been rolled out globally to all our vendors—ePayables also being used

- Next meeting in January, Johanna will take minutes