

AAC Meeting Minutes  
 March 18, 2010, 261 Campbell Hall  
 10:00 am – 11:30 am

IN ATTENDANCE

Veronica Padilla (Chair), Steve Owen (co-Chair), Gary Spears, Judith Coyote, Sylvia Swift, Chuck Stoup, Roia Ferrazares, Nilima Bhatia, Stacey Shulman, Helen Workman, Mai Newberg

Guests – Richard Taylor (Procurement Strategies Director) and Lisa Coulter (Communications/Training Manager)

DIVISIONAL REPORTS

Arts & Humanities (GS)	<ul style="list-style-type: none"> <li>■ Department managers discussed concerns relating to possible decentralizing fee remissions (i.e. what happens when funds run out and decentralization will limit a departments flexibility with instructional assignments)</li> <li>■ Managers met with Hans Gude, Manager, Controls and Accountability of the Controller's Office to discuss accountability and financial key controls checklist with SAS 115 (formerly SAS 112). Key points are (1) the SAS 115 checklist should be reviewed at least on a monthly basis; (2) Reviewers should input the actual date the checklist is reviewed instead of back dating the review; (3) the purpose of his office is to advise and provide insights to help make the system more effective – not to audit a department's practices; (4) Propositioned that oversight of the checklist review should be requested by a higher level rather than at the department level. Hans also noted that his office has not had interactions with the Operational Excellence effort.</li> </ul>
Biological Sciences (SO)	<ul style="list-style-type: none"> <li>■ Managers discussed the BFS upgrade</li> <li>■ Managers discussed recent Powerpoint distributions and web postings from President Yudof and Chancellor Birgeneau noting that even though information is being updated and shared, there remain many questions to be addressed and there has been little clarification.</li> <li>■ Managers discussed the new funding model for the campus network infrastructure requiring a network charge per FTE. Proposed estimates of monthly charges are \$40-\$45 per FTE. It is proposed that central campus may subsidize the charges for a 2-year period but there is no official proposal for the implementation of this policy, which is targeted to begin July 1, 2010.</li> </ul>
Math & Physical Sciences	<ul style="list-style-type: none"> <li>■ Representative not present</li> </ul>
Social Sciences (SS)	<ul style="list-style-type: none"> <li>■ Managers met with their dean to discuss general "Blue Sky" scenarios for restructuring or re-building the departments within the division</li> <li>■ Managers met with Peter Lin and his facilities team to discuss concerns issues related to building maintenance concerns and how certain processes could or should be centralized (i.e. card key administration in Barrows Hall)</li> </ul>

GUEST SPEAKERS/PRESENTATIONS

Richard Taylor and Lisa Coulter	<ul style="list-style-type: none"> <li>■ BFSv.9 will be live on <b>July 1, 2010</b>. There will be trainings scheduled for the new e-Procurement system on a department-by-department basis through December 2010; department managers will be notified. Year end close will be in version 8.8 while the new (fiscal) year will begin with version 9.0</li> <li>■ Key changes in terminology are that <i>requisitions</i> will replace LVPOs and will be used by departments to request goods or services and a <i>Campus Buyer</i> will have the designated authority to create Purchase Orders (formerly known as Requisitions processing) – they are professional buyers with written delegation of authority to act as an agent on behalf of UCB. These POs will be sent to vendors. Change Orders will also go the Campus Buyer.</li> </ul>
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BFSv.9 presentation  
(cont.)

- Five roles are identified in the new e-Procurement system and each title performs specific functions in the system. The titles are listed as:
  1. **Shopper** – (anyone) this person is able to access the catalog and add items to a ‘cart’ for purchasing. There is a comment box in the shopping cart area for the shopper to note what chart string, grant, etc should be used but it’s not necessary for the shopper to know this information.
  2. **\*Requisition Creator** – (this person is assigned to a shopper or group of shoppers and is responsible for creating the requisition in BFS and assigns the “Requestor.” This person should either know the chart strings to use for the requisition or have the means to obtain the chart string information.) When items are placed in a ‘cart,’ the requisition creator is notified via email so that they may begin building the order.
  3. **Requestor** – (anyone, can be the same as the shopper or requisition creator) This person determines the approval routing. This person also identifies the end user or point-of-contact for the vendor.
  4. **\*Requisition Approver** – This person has the budget or program authority to approve requisitions and knows the proper chart strings to use on each item of purchase. This person is able to edit the chart string only – they cannot make edits on an order.
  5. **Receiver** – (can be the same person as the shopper, requisition creator, requestor, receiving staff or requisition approver) This person receives goods or services ON-LINE in BFS. This role replaces the current voucher approval process and will match the invoice, PO and receipt in the BFS system (3-way match) and will auto-schedule a voucher to enter the pay cycle queue for vendor payment.
- \* These roles cannot be the same person.**

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- **BluCard** changes are also set to go live on July 1, 2010, though this system is not tied to the e-Procurement system. Key roles and/or changes are:
    1. **Card Holder** – this person is issued one of UCB’s procurement cards and will be able to view and verify transactions online in BFS and is able to make edits to the chart fields as needed.
    2. **Reconciler/Card Approver** – this person will verify the chart string in BFS and approve the transaction. This role can be assigned to more than one person with a limit of 3 people.
    3. **Changes** – there will be no need to sign verification statements; no vendor mapping will be required; vendor set-up/edits became centralized effective March 15, 2010.

**Other notes:**

1. Procurement services will provide departments with a Roles spreadsheet to designate users and define their responsibilities in the new system;
2. Departments should identify users for the training sessions to be phased out by Purchasing;
3. Departments should discuss and assign roles;
4. Departments should discuss impact of v.9 on business processing and any possible changes to delegations of responsibilities.
5. Questions or comments can be sent to [bfsv9@berkeley.edu](mailto:bfsv9@berkeley.edu)
6. Visit the project website at: <http://bustechsolutions.berkeley.edu/BFSv9.htm>
7. The proposed training timeline is available at: <http://bustechsolutions.berkeley.edu/download/BFSv9TrainingTimeline.pdf>

MISCELLANEOUS ANNOUNCEMENTS

Veronica Padilla shared that Summer Sessions hiring has come a long way and in a positive direction. The implementation of Summer Session hiring online includes online agreement forms. Training on the new SS e-hire portal took place on March 15. For assistance, you may schedule a one-on-one session with Nancy Schimmelman (642-9721).