

WESTERN WASHINGTON UNIVERSITY

# Business & Financial Affairs

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*Dept. Chair Orientation Fall 2008*

# Department Chair Orientation Business and Financial Affairs

Fall 2008

## Leadership

**George A. Pierce, Ph.D., Vice President for Business and Financial Affairs, (360) 650-3180**

**Nancy L. Phillips**, Assistant to the Vice President, x3407

**Randi Cattarin**, Office Assistant, x3695

**Kathy Wetherell, Assistant Vice President for Financial Services, (360) 650-3182**

Administrative Assistant to the Assistant Vice President, x2233

## Directors and Departments

**Kathy Wetherell, Assistant Vice President for Financial Services, (360) 650-3182**

- All financial aspects of the university
- Student Financial Services
- Accounting Services
- Financial Systems Support
- Travel
- Treasury Services
- Internal Controls
- Purchasing and Contracts
- Support Services: Mail, Transport, Central Stores and Equipment Inventory/Surplus Sales

**Chyerl Wolfe-Lee, Director, Human Resources, (360) 650-3630**

- Human resource services
- Employee relations services
- Payroll processing
- Benefits processing & counseling
- Human resources information system support
- Employee disability management
- Labor relations services
- Supervisory counseling/training
- Labor negotiations
- Training and organizational development
- Classification/compensation management

**Randy Stegmeier, Director, Public Safety, (360) 650-3555**

- University Police
- Lockshop
- Parking Services
- Alternative Transportation Services

*Environmental Health & Safety, Facilities Management, Capital Budget and Division Budgets are on the back*

# Department Chair Orientation Business and Financial Affairs

Fall 2008

## Directors and Departments - Continued

### Gayle Shipley, Director, Environmental Health and Safety, (360) 650-6512

- Risk management and insurance
- Occupational and environmental health and safety
- Asbestos management
- Fire safety
- Environmental management
- Health and safety training
- Workers compensation and return-to-work
- Chemical, biological and radioactive materials, waste management and incident response
- Indoor air quality
- Ergonomics
- Emergency planning and training
- Accident Investigations and reporting

### Tim Wynn, Director, Facilities Management, (360) 650-3496

- Facilities design and construction for the university's physical property
- Maintenance and repair of state owned facilities and grounds
- Construction and renovation services for minor capital construction projects
- Management of Western's utilities
- Custodial cleaning of state-owned facilities
- Management of Western's energy and building control systems
- Motor pool rentals
- State vehicle maintenance

### Renée Roberts, Director, Capital Budget Office, (360) 650-2875

- University-level capital budget policies and procedures
- Budget request preparation
- Represents WWU to state executive and legislative staff
- Interprets state budget policies and legislation
- Allocation and administrative processes
- Coordinates WWU responses to inquiries from state legislative, advisory and executive offices

### Cathy Cameron, Director, Division Budgets, (360) 650-2477

- Division Budget Management
- Student Transportation
- Special projects, such as WA State Quality Award development and coordination

# Function Chart

**George A. Pierce**  
*Vice President*

**Cathy Cameron**  
*Director of Division Budgets*

**Nancy Phillips**  
*Assistant to the Vice President*

**Kathy Wetherell**  
*Assistant Vice President for  
Financial Services*

**Christine Vallejo**  
*Administrative Assistant to the  
Assistant Vice President*

**Randy Stegmeier**  
*Director*

Public Safety

Police

Parking

Transportation  
Services

Lockshop

**Gayle Shipley**  
*Director*

Environmental  
Health & Safety

Occupational Safety

Occupational &  
Environmental Health

Environmental  
Management

Risk Management

Workers'  
Compensation  
Management

**Renée Roberts**  
*Director*

Capital Budget

Capital Financial  
Systems

Expenditure/  
Project Control

Governmental  
Processes

Univ. Public  
Works Admin.

**Chyerl Wolfe-Lee**  
*Director*

Human Resources

Employment

Employee  
Relations

Labor Relations

Faculty/Staff  
Benefits

Training &  
Development

Payroll Services

HR Information  
Systems

**Tim Wynn**  
*Director*

Facilities Management

Planning, Design &  
Const. Admin

Resource  
Management

Operations

Renov. Services /  
Work Control Ctr

Office of  
Sustainability

**Financial Services**

Student Financial  
Services

Accounting  
Services

Financial Systems  
Support

Internal Control

Treasury Services

Purchasing  
Department

Support Services

# Department Chair Orientation

## Financial Services

Fall 2008

Financial Services oversees all of the financial aspects and some business areas of the University. While the campus is decentralized for the day-to-day management of funds operations, all departments work with the assistance and support of the Financial Services staff, the “financial” arm of Business and Financial Affairs.

### Types of Services with Informational Notes

#### **Accounting Services:** Shonda Shipman, (360) 650-3465

- Upon request, you can be provided with a comprehensive manual of Banner reports and information.
- University financial statements for the past 5 years are available for review on our web site.
- Training on how to prepare journal vouchers and uploads is available upon request.
- Check the month end closing calendar for closing deadlines.

#### **Accounts Payable:** Donna Foley (360) 650-6815

- For prompt payments, vendor invoices should be mailed directly to Accounts Payable, not to the department. Vendors should reference the PO number on their invoices.
- Check requests and reimbursements are processed within 5-10 days after receipt of properly completed paperwork. Check processing occurs on Tuesdays and Friday (excluding holidays).
- Check the fiscal year-end calendar for critical deadlines that MUST be met during June and July. Start planning for any large dollar purchases before March of each year.

#### **Central Stores:** Jack Herring (360) 650-3546

Source for copy paper, office and janitorial supplies – daily delivery. Orders are placed online.

#### **Contract Administration:** Jennifer Hansen (360) 650-3036

- A contract is any written form of documentation legally obligating the University performance or monetary issues. For example, any document that contains language related to pricing, statement of work, insurance, indemnification, legal venue, rights and responsibilities of either party or similar language, whether or not it involves monetary payment or indicates it requires the signature of the University, should be considered a legal contract.
- The President’s Office delegates signatories. The current list allows for only 13 employees to sign on behalf of the university. Assume that you cannot sign anything that looks like a contract.

#### **Equipment Inventory/Surplus:** Jack Herring, (360) 650-3546

The academic chair is responsible for “small and attractive” items and capital assets. Inventory counts are conducted every two years. Dispose of surplus items through Equipment Inventory.

#### **Financial Systems:** Sharon Colman (360) 650-3479

- Banner supports both the academic and business functions of the university, with modules for Student, Financial Aid, Accounts Receivable, Alumni, HR, and Finance.
- Access to Banner requires; (1) obtaining a “Hydra login” account and (2) submitting a request form for the appropriate Banner module(s). (Both types of request are submitted via esign form.) The Hydra login only has to be requested once, and then works for any Banner module.
- From WWU’s home page, click on Index, then on Web Forms. Click on “Hydra/Banner Login” to complete and submit the Hydra login request. Once ADMCS notifies you that the Hydra login has been created, you can submit Banner access request(s). Look under the B’s on this same page for a list of Banner esign forms – each module has its own request form.
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- Access to Banner Finance permissions are terminated by submitting a “Banner Finance Remove Access Request” esign form.

#### **Internal Control:** Terri Meche (360) 650-4465

- Assists areas with policies and regulations, efficient operations, and accurate financial records.
- Training for Financial Managers is being developed and will cover areas such as policies/procedures, budgets, reconciliations, general receivables.
- Protection of non-financial information is very important for you, your staff, and students. The “Safeguarding Non-Public Financial Information” brochure provided outlines what all of us can do to protect against identity theft.

#### **Mail Services:** Judith Magnuson (360) 650-3770

Departmental mail and parcels delivery & pick-up. Department is responsible for some mailing costs. Mail Services does not pick up or deliver personal mail. Personal, stamped mail can be delivered to the Mail Services office.

# Department Chair Orientation

## Financial Services

Fall 2008

**Purchasing:** Sally McKechnie, (360) 650-3127

- **What can I buy?** Departments are authorized to make purchases of up to \$1000 without purchasing approval unless they involve "Restricted" items. Process as a Department Order on a Purchase Form. All items must deliver to WWU address.
- **What does a "Restricted" item mean?** Regardless of dollar amount, these products must be purchased by Purchasing or routed to the appropriate university department.
- **What are the State bid limits?** Excluding tax and freight, any item that costs more than \$3300 must be competitively bid. The larger the amount, the more formal (and longer) the process.
- **Purchasing Card Program (P Card):** WWU participates in a State-contracted procurement card program.

**Student Financial Services** (Accounting, Loans and Collections and Student Accounts): Jenny Hebert (360) 650-2922

- Various miscellaneous departmental charges can be billed via the Banner Receivable System and charged directly on the students' accounts. Training is provided for setting up billing detail codes and generating and understanding monthly financial reports.
- Faculty are not required to take attendance; therefore, *no-show* students receiving Federal Title IV Aid incur substantial debt that prevents them from further registration. Please notify SFS about *no-show* students after the 10<sup>th</sup> day of the quarter (consistent with Financial Aid's lock date).
- Students withdrawing who have been disbursed Federal Title IV Aid must repay a percentage back to the federal government up until the 7<sup>th</sup> week of the quarter.
- If a student expresses that he/she needs to leave/transfer WWU, advise them to visit the Student Accounts Office in OM360 in order to 'exit' properly.
- Student Financial Services offers financial literacy for students who are experiencing financial difficulties.
- WWU Teacher Education Assistance is available for College & Higher Education Grant.

**Transport Services:** Jack Herring, (360) 650-3546

Departmental moving services including delivery/pick-up for events. Off-campus delivery/pick-up available.

**Travel:** Debbi Baughn, (360) 650-3341

- Airfare/transportation may only be purchased with a Corporate Travel Card or via a WWU-contracted travel agency.
- Receipts – must be originals, in the payee's name, and showing as paid (no balance due).
- Reimbursement must be sought in a timely manner, ideally within 60 days.
- If many people are going to the same event, coordinate travel preparations. Initiate travel authorizations and make travel plans for multiple travelers at one time. Remind them of reimbursement requirements so they save the appropriate receipts. Encourage travelers to cooperate by sharing hotel rooms and ground transportation.

**Treasury Services:** Teresa Mroczkiewicz, (360) 650-2508

- Departments may not handle cash unless they have received authorization by completing the Cash Receipting Authorization form and obtaining approval.
- The University Cashier is available to assist with all cash receipting issues.
- Departments may not open bank accounts.

## Contact Information

**Financial Services Web Site:** <http://www.wvu.edu/fs/>

**Assistant Vice President for Financial Services:** Kathy Wetherell (360)650-3182

**Administrative Assistant:** (360) 650-2233

**Accounting Services:** Shonda Shipman, (360) 650-3564

**Financial Systems:** Sharon Colman, (360) 650-3479

**Internal Control:** Terri Meche, (360) 650-4465

**Purchasing/Contracts Administration:** Sally McKechnie, (360) 652-3127

**Student Financial Services:** Interim Manager, Jenny Hebert (360) 650-2922

- **Accounting:** Loa Semrau, x2924
- **Loans & Collections:** Jenny Hebert, x2922
- **Student Accounts:** June Fraser Thistle, x2866

**Support Services Manager - Central Stores, Equip Inventory/Surplus, Transport Services:** John Zuzarte (360) 650-2678

**Treasury Services:** Teresa Mroczkiewicz, (360) 650-2508

# Department Chair Orientation

## Human Resources

Fall 2008

Human Resources (360) 650-3774

Chyerl Wolfe-Lee, Director (x3630)

Location: 405 – 32<sup>nd</sup> Street; Admin Services Building B; MS-5221

Administrative Assistant (360) 650-3778

Sherri Fuchs

Support to Human Resource Director; Unemployment Program; Assist with Labor Relations Issues

Classified Staff Labor Relations

650-2513 Elizabeth Monahan, Manager - Contract Administration  
650-3924 Holly Karpstein, Manager - Classification; Compensation; Wage & Hour

Professional Staff Employee Relations (360) 650-7763

Lea Aune, Manager

Employee Relations; Classification; Compensation

Retirement & Insurance (360) 650-3565

Marilyn Johnson, Manager

650-6106 Donna Chieppo – Benefit Issues Resolution  
650-7314 Jeff Ritter - Eligibility Determination; Enrollment Changes & Updates  
650-7713 Kirsten Lew – Eligibility Related Notices; Benefit Questions

Payroll (360) 650-3565

Marilyn Johnson, Manager

650-3936 Emma Shephard – Payroll Reporting  
650-2991 Liz Rasmussen – Paycheck Issues; Payroll Questions

Recruitment / Selection (360) 650-7410

Nicole Goodman, Manager

650-7765 Ramiro Espinoza – Recruiter; Candidate Screening & Evaluation  
650-3306 Stephanie Ludemann – EASE Support; Employment Questions; Transfer Procedures  
650-3326 Jacob Kinser – New Employee Paperwork (I-9's, Background Checks, Measles Vaccination Verification, etc.)  
650-3771 Mika Greathouse – Disability Management; Shared Leave Requests

Training & Development (360) 650-7418

Vic Kiel, Manager

650-6841 Mary Friar – Program Support; New Employee Orientation

Human Resource Information System (360) 650-7418

Vic Kiel, Manager

650-7718 Julie Nicolaas – Personnel Action Forms; Banner HR System Questions; Leave Balances  
650-3478 David Weiss – Banner HR System Support; Web Time Entry  
650-7664 Connie Swigart-Harris – Student Personnel Action Forms; Front Desk; Campus Directory

# Department Chair Orientation

## Public Safety

Fall 2008

**Public Safety (360) 650-3555**

**Randy Stegmeier, Director/Chief of Police**

**Location:** 2201 Bill McDonald Parkway Campus Services Building MS-9130

Anyone with concerns about any person or group that may pose a potential threat to a specific campus member, or to the campus as a whole, is asked to please call (360) 650-SAFE, or (360) 650-7233.

**University Police (360) 650-3555**

**David Doughty, Assistant Director x3684**

The primary responsibility for law enforcement on the campus rests with the Western Washington University Police Department (WWUPD). The WWUPD is a state law enforcement agency.

The department employs 15 commissioned police officers, who are graduates of the Washington State Criminal Justice Training Center and have the same authority as other police officers.

If you have an emergency, contact WWUPD by dialing 3911 from any campus telephone. 911 calls from pay telephones are free. If you dial 911 from a cell phone, tell the operator you need to talk to the WWU Police.

The Police Department offers training and consultation on issues of personal safety and protection of property, including an "Active Shooter" response course.

**Parking Services (360) 650-2945**

**Julia Gassman, Manager x7402**

Parking Services provides permits, maintains the lots, and enforces the university parking regulations. Parking Services also operates the WWU Visitor Center.

**University Lockshop (360) 650-3687**

**Kevin Conforti, Supervisor**

The Lockshop personnel issue keys and access cards, install, change and repair locks, program keyless access systems, cut keys and maintain inventory for all university buildings.

**Sustainable Transportation (360) 650-7979**

**Carol Berry, Program Manager**

The Sustainable Transportation office supports and encourages students, staff and faculty in the use of Whatcom Transit, bicycling, walking, car pooling and in finding means other than single occupancy vehicles for getting to and from campus. This office is the source of bus passes and information about the other forms of transportation.

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**Treasury Services:** Teresa Mroczkiewicz, (360) 650-2508

# Department Chair Orientation

## Capital Budget Office

Fall 2008

**Capital Budget Office (360) 650-4945**

**Renée Roberts, Director (x2875)**

**Location: Old Main 410, MS-9043**

The Capital Budget Office develops and coordinates University-level capital budget policies and procedures, such as the budget request, allocation and administrative processes. The professional personnel in the office represent the University to State executive and legislative staff on the wide range of processes and policy issues related to the University. The office interprets State policies and legislation related to the budget, and develops or coordinates the responses made by the University to inquiries from State legislative, advisory and executive offices.

The Capital Budget Office is staffed with a Director, Renée Roberts, an Assistant Director, a Budget Analyst, and a Fiscal Specialist. The office oversees all capital budget processes, including the development of the capital request, integration with the University's Comprehensive Master Plan process, the capital allocation plan, capital expenditure control, and management of the University public works processes related to fiscal administration.

The Director reports to the Vice President for Business and Financial Affairs. The office is responsible for the following:

- Coordinates and compiles the biennial capital budget request per instructions from the Office of Financial Management (OFM) and the Higher Education Coordinating Board (HECB).
- Interacts with the OFM's Capital Budget Division on all policy issues and procedures related to the Capital budget request and implementation.
- Performs special analysis reports for University and State legislative, executive and advisory offices.
- Provides staff support to the master planning processes within the institution, and externally with City governance processes and neighborhood groups.
- Participates on all University major capital project steering committees.
- Performs budget control and administration of the University's major and minor capital project budget appropriations, allotments, allocations and implementation programs.
- Performs expenditure control on all capital projects, including the approval and processing of all commitments and invoices against capital projects.
- Interacts with contractors and consultants on all fiscal matters related to capital construction.
- Provides staff interaction with legislative, executive and State advisory offices.
- Oversees the University's public works processes, including working with contractors to assure that all State public works requirements are met.

# Department Chair Orientation Capital Budget Office

Fall 2008

- Interacts with the Facilities Management Department on scheduling and implementation of construction projects.
- Provides staff support to University officers and departments on matters related to the capital budget.
- Provides inter-institutional interaction on capital budget issues.

## Contact Information

Diana Rosen, Assistant Director (360) 650-6539

MaryLynn Dawe, Fiscal Specialist (360) 650-4945