



**Council of the University of Idaho Business Officers
Summary Notes
February 9, 2012 10 a.m. – 12 p.m. pst**

New Requirements for APM Chap 45.22 – Polly Knutson

Polly provided information about the recent changes to APM Chapter 45.22 regarding 2% minimum effort reporting for PIs. Office of Research and Economic Development has posted an FAQ page for this policy change. The website is <http://www.uidaho.edu/research/about-research/frequently-asked-questions-pi-co-pi-apm-changes>. Polly asked everyone to visit this site if they had questions and if there are any further questions to let them know so the question and answer can be posted on the FAQ page.

Real Estate – Gerard Billington

Gerard manages all of the real estate acquisitions for the University as well as leases and easements. He will determine what real estate rights are necessary to run UI programs and takes care of all negotiations, creates the required documents, and processes the financial transactions. However, his office does not handle leasing operations between college entities or temporary building use. Contact his office as early as possible if your college needs to purchase or lease property. Gerard can be reached at 885-6468 with any real estate questions.

Inland Marine Insurance – Carry Salonen & Nancy Spink

The Risk Management office provided a detailed handout with information on coverage, necessary forms, renewal, and how to add or remove items from coverage. We will distribute the handout via email with the minutes. Contact the Risk Management office with any questions 885-7177.

Purchasing Card Statements – Linda Keeney

Linda asked the group if they would like her to begin downloading the purchasing card statements every Monday rather than every other week as we currently do. This would allow everyone to view their p-card transactions on a weekly basis. However, if the statements were downloaded every Monday, record keepers would have to reconcile all p-card transactions by that Friday. The group responded that they would not like the statements weekly but that everyone would prefer to have the process stay the same. As a result Linda will continue to download the statements every other week and the p-card statement process will not change.

In the next couple of weeks users will be able to use the US Bank online system using their banner logins to get into the system. You will be able to view the balance online and run reports. Employees will not be able to make any changes or modify spending limits to the account online you will still need to contact Linda to do this.

Purchasing Services Update – Chris Johnson

Chris discussed the issue of confidentiality concerning price quotes from vendors. We are required by state regulations to release all quotes to other vendors if requested. If you receive a quote from a vendor with confidential on the document this language will have to be removed as we are not able to keep this information confidential. Please make sure that the vendor is informed that we cannot keep the information confidential. Contact Purchasing Services if you have any questions or concerns about language on a vendor quote prior to completing any contracts.

Any non-disclosure agreements need to be completed at Purchasing Services who will work with General Counsel to ensure the language in the document is acceptable. Non-disclosure agreements cannot be done at the department level. If you are entering into a non-disclosure agreement with another researcher/institution please ensure that you work with Purchasing Services to protect any information you are sharing. Keep in mind that anything in our contracts is

open to the public. Call Purchasing Services with any other vendor related questions at 885-6116. Chris will bring additional topics to upcoming CUIBO meetings.

Kaizen Travel Project Update – Dan Stephens

The Kaizen Travel project is looking at possible ways to standardize the travel process across the university. The group realized that there are problems at the front of the process and are looking at ways to make travel processes more efficient. The approval process in particular is cumbersome. The group is considering the possibility of estimating travel costs up front when the travel authorization is initially approved. This would allow up front approval of both the travel authorization and the associated travel costs. This would reduce the need for additional approval of travel costs that fall within that initial estimation. The Travel Kaizen group will communicate with CUIBO for feedback on possible updates in the future.

These are summary notes of the general topics discussed and do not reflect all of the details.