DBMI Administrative Meeting Minutes
October 5, 2005
Started: 10:00
Adjourned: 10:45

Present:
Alexis Broussard
Alayne Ford
Joyce Green
Rischelle Jenkins
Xoe Irvin
Jane McLaughlin
Becky Mullen

Absent:
None

- **Update**
  - **Credo Behavior #1:** “I make those I serve my highest priority” – discussed how making those we serve our highest priority, how it relates to the DBMI administrative staff members and gave examples
  - **October Birthday:** Joyce Green (Oct 18th)
  - **Promotion:** Rischelle Jenkins was promoted to Interdisciplinary Program Coordinator

- **DBMI Standards of Operations Manual:**
  - **Attendance Policy:** A general policy about attendance will be rolled out by or around November 1st. Originally there was going to be a policy for sick and vacation, but this has changed.

- **E-Procurement Update:** E-procurement training to take place in October. Who ever is going to be ordering will need to attend the information session and complete the on-line tutorial. This would include, Jane, Joyce and Xoe.

- **P-card Processing Guidelines:** Xoe presented the guidelines for processing p-card paperwork. See Attachment A below. This document will be posted on the intranet.

- **Adding Tasks from E-mail:** Xoe explained how to change an e-mail into a task in Outlook. Linna is going to add a “Shortcuts” as a standing item on the agenda. So please be thinking of computer shortcuts that you would like to share with your coworkers.

- **Bulletin Boards Headers:** Jane has a laminator and will begin to post headers on each bulletin board.

- **Welcome Signage:** Jane discussed our options for signage both on the LL and 4th floor for visitors so they have better directions upon entering DBMI floors. Jane will get them ordered based on feedback from the meeting.
- **Holiday Coverage:**
  - Thanksgiving: Administrative Offices will be closed the day after Thanksgiving – It is up to you and your supervisor to determine if you can have the day off or not. This will go against your vacation/personal time bank. Please fill out the vacation form and obtain your supervisor’s signature if you plan on taking this day off. As it gets closer to the holiday, Linna will send out communications to all faculty, staff and students about the administrative offices being closed.
  - Christmas: Administrative Offices will be OPEN except for the usually Vanderbilt holidays (Friday, December 23rd and Monday, December 26th) – Need 2-3 people here to provide adequate coverage. If you are know you are going to be out, please fill out the vacation form and obtain your supervisors approval.

- **Upcoming Important Dates:**
  - American Cancer Society Fund Raiser – there will be breakfast served on Friday, October 7th for the American Cancer Society.
  - American Cancer Society Walk – Sunday, October 23rd
  - Informatics Center Chili Luncheon – Friday, October 14th
  - Next Meeting: Wednesday, November 2nd @ 10:00 in 456 ELB
Attachment A

P–card Transaction Guidelines
(Updated October 5, 2005 by Xoë Irvin)

I. P–card transaction processing

- P–card receipts and backup paperwork should be submitted to Xoë.
  - For physical items, such as office supplies, P–card paperwork is due to Xoë the day the items are received.
  - For travel, please submit when reservations are made.

- Back up paperwork includes, but is not limited to:
  - Purchase Requests with approval signature from the responsible faculty member whose center is to be charged or E-mails are acceptable.
  - Fliers from meetings and/or seminars with a complete list of attendees.
  - Copy of approved Travel Request.
  - Packing slips.
  - Quotes.
  - Account number to be charged (if known) written in the upper right hand corner of the 1st page of the document and center number to be charged.

- Please place all paperwork in Xoë’s grey document handler in the first slot labeled P–card in her cubicle (400 EBL #35).

II. P–card transactions are reviewed weekly as follows;

- Xoë groups all P–card transactions and adds comments in Paymentnet.
- Linna reviews all P–card transactions weekly, makes corrections as necessary, and approves them.
- After approval, Xoë enters the P–card transactions in BA3 (except the ones that do not belong to our budgets).
- P–card transactions and paperwork are filed for monthly reconciliation.
- When Xoë and Linna are finished revising the P–card transactions, a copy of the whole package including Paymentnet records is given to the responsible budgetary person for their record keeping.