

11-12-2009

The Troubadour, Issue 122 (November 12, 2009)

Cardinal Stritch University

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Cardinal Stritch University, "The Troubadour, Issue 122 (November 12, 2009)" (2009). *Troubadour*. 129.
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THE TROUBADOUR

NOVEMBER 12, 2009

ISSUE 122

MESSAGE FROM TAMMY HOWARD, VICE PRESIDENT/CONTROLLER

Clarification regarding travel and advertising budgets



It has been several months since the conversion of the University's chart of accounts. Overall, everyone has adjusted well to the conversion. There appears to be two areas that are still causing some confusion: the breakout of the travel and advertising budgets.

The University spends approximately \$1.5 million annually on travel. Historically, all travel-related expenses were tracked in one object code, making any analysis of the costs impossible. In order to get a better handle on how University resources are being spent, travel-related expenses have been broken down into six object codes. All travel expenses now need to be broken down and charged to the codes listed below:

- 75001 Travel – Mileage**
(all mileage reimbursements)
- 75002 Travel – Transportation**
(airfare, train, taxi, car rental, etc.)
- 75003 Travel – Meals**
- 75004 Travel – Conference registration fees**
- 75005 Travel – Lodging**
(hotel charges)
- 75007 Travel – Other**
(parking, tolls, etc.)

Travel voucher requests submitted without the proper object codes and receipts will be returned, resulting in processing delays.

Another area of concern has been advertising/marketing money. The University spends approximately \$1

million annually on advertising. In order to ensure consistency among all forms of advertising on behalf of the University, the Public Relations office must be consulted before any marketing and advertising dollars are committed.

All 2009-2010 advertising dollars were removed from individual departments' budgets. The dollars have been placed in an account owned by the Business Office, not Public Relations. However, this does NOT mean that individual departments cannot spend their advertising dollars.

This means that individual departments are required to consult with the Public Relations office before those dollars will be released by the Business Office. The Public Relations office will ensure brand and message consistency, but is not responsible for managing the individual departments' advertising budget dollars. Instead, the individual departments have that responsibility. As advertising dollars are spent, they will be charged directly to the individual department spending them. A record of that particular expenditure will ensure that costs can be properly tracked. Departments should know what they initially requested in their budgets for advertising. If not, please call me at ext. 4225 and I can supply those details.

If there are any questions about either of these areas, please contact me.

Tammy M. Howard, CPA
Vice President/Controller
Business Office



NOTE FROM THE PRESIDENT

Dear Colleagues,

As we remembered our fallen soldier and Stritch alumni Capt. Russell Seager, we take time to remember all those who have served or are serving in the armed forces in recognition of Veteran’s Day, Nov. 11.

Seager was one of the individuals killed in the shooting incident at the Fort Hood Army base in Texas last week.

All those who serve our armed forces are truly special people to whom we all owe a debt of thanks. As someone who lived through the Vietnam era and had many fallen friends, you have my personal admiration and thanks.

Dr. Helen Sobehart

President

BUSINESS OFFICE REORGANIZES TO PROVIDE DIRECT SERVICE

The Business Office has reorganized its personnel to be in a position to provide direct support to the colleges and administrative departments of the University.

Katie Hoeller is the director of accounting and has four financial analysts reporting directly to her. Each financial analyst has been assigned to be the first point of contact for each of the colleges. In that role, they will work with the colleges directly in the way that will best suit its needs.

These are the personnel that report to Hoeller and their assignments:

College of Arts and Sciences	Irene Gillmeier
College of Business and Management	Scott Hellrung
College of Education and Leadership	Tim Miles
College of Nursing	Rick Paschke

This team is responsible for all general ledger maintenance, month/year end closing, annual audit, annual budget, forecasting, all financial reporting, variance analysis, grant accounting and analysis.

Janet McKnight is the director of treasury and risk management. She will be responsible for all cash management, investment and portfolio management, compliance and tax reporting, lease/contract review and management, financial aid accounting and reporting, calculations of debt covenant ratios, as well as cultivat-

ing and maintaining all banking relationships. She is also responsible for all insurance and risk management-related matters for the University.

Lisa Carlson is the bursar and remains responsible for all accounts receivable-related activities. This team is now fully staffed and reports directly to Tammy Howard, vice president/controller. The three accounts receivable clerks are Lakesha Carrington, Kim Mueller and Kristen Saunders.

The accounts payable team no longer has a supervisor and they will report directly to Howard. The three accounts payable clerks are Debbie Abraham, Sharon Jansen and Patty Witte.

Sister Canise Kolbeck, OSF, is the director of the Copy Center. The members of the Copy Center team are Jackie Degenhardt, Linda Kulakow, Wynne Markey and Gail Stys.

“We look forward to working with everyone in this new arrangement,” said Howard. “We welcome their patience and assistance as we work diligently to become subject matter experts in new areas, with a new accounting system. Since this is a work in progress, we welcome participation in the process.”

Those with questions are encouraged to contact Howard at ext. 4225 or tmhoward@stritch.edu.

UPCOMING EVENTS

Celebration of Thanks and Giving

Friday, Nov. 13

1:15 p.m., *Nancy Kendall Theater*

This event will include the distribution of service pins as well as the annual Staff Recognition Awards. In addition, the 2010 faculty, staff and student Franciscan pilgrims will be announced. A reception will follow. Faculty and staff may depart for the day early following the conclusion of the event.

Wisdom at Work series: Student Services, facilitated by Darnell Bradley

Monday, Nov. 16

9 a.m.-noon, *Board Room*

FREE

As students arrive at college, they find themselves undergoing a process of exploration, identity development and evolution, and becoming adept at navigating life's transitions. Faculty and staff at college campuses are often unaware of the psycho-social and cognitive changes their students are undergoing.

This workshop will:

- Provide insight into prevailing student affairs theories and practices as applied to institutions of higher education.
- Human development, as well as theories of adult learning will be introduced in the context of diverse institutions of higher education, including two- and four-year community and technical colleges, and four-year and advanced research institutions.
- Attendees will be expected to analyze their own student affairs practices and draw from relevant literature to create new applications for a more informed practice.

To RSVP for a session, contact wisdomatwork@stritch.edu.

For more information, contact Dr. Pat Ellis at ext. 4359 or Gabe Skiff at ext. 4373.

Stritch Health Fair

Focus on Stress Reduction

Monday, Nov. 16

10 a.m.-1 p.m.

Sister Camille Kliebhan Conference Center

Meet vendors from the Sleep Wellness Institute and Elements Therapeutic Massage. Learn about proper nutrition, mental well-being, how to quit smoking, and Stritch's Employee Assistance program. There will also be popcorn, a Nintendo Wii, a prize drawing, and more.

9th Annual Brother Booker Ashe

Urban Ministry Program

“Welcome Back: Returning Successfully to the Community Those Who Have Been Incarcerated”

Tuesday, Nov. 17

6-9:30 p.m.

Sister Camille Kliebhan Conference Center

This event will include a keynote address by Paul E. Rogers, president of the American Catholic Correctional Chaplains Association and chaplain of the Wisconsin Department of Corrections, Dodge Correctional Institution. Panel and roundtable discussions will follow.

Please call (414) 410-4428 to register or for more information.

Kendall Lecture Series,

featuring Daniel Sulmasy, OFM, M.D., Ph.D.

Thursday, Nov. 19

7 p.m.

“Cloning and the Stem Cell Debate: What Are the Ethical Issues?”

Nancy Kendall Theater

Joan Steele Stein Center for Communication Studies/Fine Arts
FREE, open to students and the public

For more, visit www.stritch.edu/kendallseries. RSVP to events@stritch.edu or call (414) 410-4203 for details.

Kendall Lecture Series, featuring Daniel Sulmasy, OFM, M.D., Ph.D.

Friday, Nov. 20

8:30-11:30 a.m.

“Spirituality, Ethics and Medical Practice”

Presentation, Q&A and panel discussion

Sister Camille Kliebhan Conference Center
Bonaventure Hall

This event is geared toward health care professionals, practitioners and students.

Cost: \$25, \$5 for students w/ID (Stritch students free)

For more, visit www.stritch.edu/kendallseries. RSVP to events@stritch.edu or call (414) 410-4203 for details.

OPEN ENROLLMENT INFORMATION SESSIONS SCHEDULED

This year's Open Enrollment period for health insurance will be from Nov. 13 to Dec. 1. Active employees who are eligible for benefits may enroll for the first time, add or remove coverage, or make changes to their enrollment, such as moving from single to family coverage. The choices you make during Open Enrollment will become effective on Jan. 1, 2010 through Dec. 31, 2010.

Please plan to attend the Open Enrollment informational session scheduled at your campus to meet with representatives who will be available to discuss plan benefits, services, and changes for 2010.

Milwaukee Campus – Schroeder Auditorium

Friday, Nov. 13 at 10 a.m.

Tuesday, Nov. 17 at 10 a.m. and 1 p.m.

Minnesota Campus – Room D

Monday, Nov. 30 at – 10 a.m.

Madison Campus – Room TBD

Tuesday, Dec. 1 at 2:30 p.m.

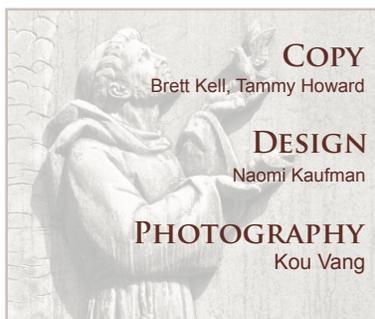
You do not have to submit an Open Enrollment form unless you are making changes or enrolling for the first time. If you do not submit an Open Enrollment form, all of your current insurance elections will remain the same. Employees who wish to enroll or continue in flexible spending programs for dependent care and medical reimbursement must fill out a new enrollment form.



THE TROUBADOUR

The Troubadour supports the overall mission, goals and objectives of Cardinal Stritch University, and is meant to serve as a communications tool for the campus community. If you have feedback or story ideas, please contact Public Relations at prdept@stritch.edu.

For complete information on University public relations, media relations and publications, please see the PR brochure, which is available in My Stritch by clicking on "Public Relations Information" in the "Other Employee Info Pages" folder under the "Employee Info" tab.



Looking for back issues of The Troubadour?

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