

Agenda

**UWF Board of Trustees
Finance, Administration and Audit Committee
Fort Walton Beach
8:30 a.m., Friday, February 20, 2004**

Roll call

Approve minutes of Nov. 7, 2003 committee meeting

Action items

- 1) UWF/IHMC affiliation agreement
- 2) ERP Transition plan
- 3) Guidelines for naming opportunities
- 4) Student housing feasibility study

Other business

Adjournment

UWF Board of Trustees
Finance, Administration and Audit Committee
February 20, 2004

Issue: UWF/IHMC affiliation agreement

Proposed action: Approve agreement addenda

Background information:

At the November 7, 2003 Board of Trustees meeting, the Board approved the following motion:

“Approve the concept of the UWF/IHMC affiliation agreement, contingent upon the completion of all the addenda with a status report due at the January 9, 2004 Board of Trustees conference call and final submission of all addenda to the BOT at the February 20, 2004 meeting.”

Since that meeting, UWF administrators, including those from IHMC, have been working on the addenda.

The Florida Legislature last year passed and Governor Jeb Bush signed legislation that authorizes the Institute for Human and Machine Cognition to become the not-for-profit organization called the Florida Institute for Human and Machine Cognition, Inc. The legislation requires an affiliation agreement between the Institute and the UWF Board of Trustees.

Supporting documentation: Affiliation agreement adopted in concept at Nov. 7, 2003
Completed addenda will be sent under separate cover or distributed at the meeting

Prepared by: Keith Goldschmidt
850-474-2368

AFFILIATION AGREEMENT BETWEEN
UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES
AND
THE FLORIDA INSTITUTE FOR HUMAN AND MACHINE COGNITION
AT THE UNIVERSITY OF WEST FLORIDA

THIS AGREEMENT is made this 7th day of November, 2003, by and between The University of West Florida Board of Trustees, a public body corporate ("University" or "UWF") and the Florida Institute for Human and Machine Cognition, Inc. ("FIHMC").

RECITALS

- A. The University of West Florida is an institution in the State University System of Florida governed by the University Board of Trustees, a public body corporate.

The Florida Institute for Human and Machine Cognition, Inc. ("FIHMC") is not-for-profit corporation created pursuant to Florida Statutes section 1001.447 and affiliated with the University of West Florida.

- B. The University and the FIHMC desire to enter into this Affiliation Agreement (the "Agreement") to address the FIHMC's use of or participation in university programs and services, including monies, personnel or services; the use of facilities and personnel for mutually approved teaching and research programs; and the preparation of an annual post audit of financial accounts.

In consideration of the foregoing recitals and the promises hereinafter made and exchanged, the University and the FIHMC agree as follows:

1. Authorization. Section 1004.447, Florida Statutes authorized the creation of the not-for-profit corporation, the Florida Institute of Human and Machine Cognition, Inc. The FIHMC is established at the University of West Florida.
2. FIHMC Activity. The FIHMC shall actively propose and accept grants and contracts for conducting basic and applied research. The FIHMC chief executive officer shall appoint FIHMC representatives to carry out the research and educational activities and shall establish the compensation, benefits, and terms of service of such representatives.
3. Concurrent Appointments. Representatives of the FIHMC shall be eligible to hold concurrent appointments at academic institutions. University faculty shall be eligible to hold concurrent appointments at the FIHMC. The terms and conditions of such concurrent appointments and the intellectual property rights/interests of the parties for any contributions made by the representatives/faculty shall be negotiated between the parties to this Agreement prior to the effective date of each concurrent appointment and attached as an addendum to this Agreement.

4. Specific UWF Tenured Faculty at the FIHMC. The University will support the FIHMC by allowing UWF faculty: Dr. Ken Ford, Dr. Alberto Canas, and Dr. Frank Andrasik, who are also FIHMC staff to continue to be employed with university benefits including health insurance and retirement. The names of such faculty, and the terms and conditions of such continued employment and the payment of the expenses related to such continued employment shall be negotiated between the parties to this Agreement on or before January 15, 2004.

5. Sharing of Income Generated by UWF Faculty. Income generated by University faculty from research activities at the FIHMC shall be shared between the FIHMC and University as determined by the chief executive officer and the University President and attached as an addendum to this Agreement.

6. Use of University Facilities, Moneys, Personnel, Furnishings, Equipment and Other Chattel. The University hereby authorizes the use of its facilities, furnishings, equipment and other chattel to be used by the FIHMC as may from time to time be necessary and beneficial to the parties. The identification of and terms related to use and disposition of such facilities, furnishings, equipment and other chattel shall be negotiated by the parties.

The parties agree that the University currently holds legislatively appropriated moneys earmarked for IHMC. Pursuant to section 1004.447(6)(a), F.S., the parties agree that the FIHMC shall have continued access to and use of these moneys. This FIHMC access shall continue until such time as the FIHMC secures legislative appropriations; access to the funds available to the FIHMC from the University shall be reduced by the amount of future legislative appropriations to the FIHMC. In addition, if there is a cut to the University's base in any given year, the funds available for use by the FIHMC shall be cut proportionately.

Subject to the authority granted to the University by the relevant organizations, the FIHMC shall also have access to and use of accounts traditionally made available for IHMC's use by the University: Seed Accounts, Foundation Accounts, Research Foundation Accounts, Pace Scholars Accounts, and Lukeion Accounts in the appropriate amounts.

The University will support the FIHMC by allowing current IHMC staff employed by UWF (listed on Attachment A) to offer services to the FIHMC while continuing to be employed through UWF and retaining current level of university benefits.

7. Teaching and Research Programs. The FIHMC and the University will each be able to use the facilities and personnel of the other for mutually approved teaching and research programs conducted by the FIHMC or the University.

8. Services for Payment. Upon request and by mutual agreement, the University agrees to provide certain services to the FIHMC; the parties shall negotiate the services to be provided and the moneys to be paid. An addendum specifying the above shall be entered into on or before any services will be rendered by the University. UWF will provide such services as an independent contractor and UWF shall not be responsible for nor liable for the FIHMC's failure to follow all applicable Federal State and local laws, regulations, rules,

policies and procedures. For contracts and grants where the FIHMC is the awardee, the FIHMC has responsibility for and liability for such FIHMC sponsored research.

9. Financial Audit. the FIHMC, at its sole expense, shall have an independent certified public accountant prepare an annual postaudit of the corporation's financial accounts and the financial accounts of any authorized and approved subsidiary. Copies of the annual audit report shall include management letters and the FIHMC shall submit such to the University of West Florida Board of Trustees, the Auditor General and the Board of Governors for review.

10. Notices. For the purposes of this Agreement notice shall be in writing and shall be given by the United States registered or certified mail or by hand delivery,

in the case of the University to:

Dr. John Cavanaugh
President
University of West Florida
11000 University Parkway
Pensacola, FL 32514

And in the case of the FIHMC to:

Dr. Kenneth M. Ford
Chief Executive Officer
Institute for Human and Machine Cognition
40 South Alcaniz Street
Pensacola, FL 32501

11. Modification, Addenda to the Agreement. This Agreement is not subject to modification or amendment except in writing signed by the authorized representatives of the University and the FIHMC. The Institute and the University may from time to time enter into addenda to this Agreement, such addenda shall be in writing and signed by duly authorized representatives of the FIHMC and University. All such Addenda shall be subject to the terms of this Agreement.

12. Term of Agreement. This original Affiliation Agreement shall continue as a means of operation until amended or revised by mutual agreement of the parties set forth below.

J. Collier Merrill
Chairman
University of West Florida
Board of Trustees

Dr. John Cavanaugh
President
University of West Florida

Dr. Kenneth Ford
Chief Exec Officer
Institute for Human and
Machine Cognition

Date of Signature

Date of Signature

Date of Signature

Revised 10.13.03

UWF Board of Trustees
Finance, Administration and Audit Committee
February 20, 2004

Issue: Transition plan for Enterprise Resource Planning System

Proposed action: Approve

Background information:

The University of West Florida (UWF) intends to discontinue the use of the Florida Accounting Information Resource (FLAIR) system on July 1, 2004, except as necessary to close FY 2003-04; furthermore UWF plans to assume payroll functions for its employees that are currently provided by the Florida Bureau of State Payroll (BOSP) on January 1, 2005.

On January 6, 2003, the UWF Board of Trustees approved the preliminary transition plan for the university to begin implementation of the Enterprise Resource Planning System (ERP). This was required as part of the change in governance, whereby the university will manage its finances and payroll directly, rather than having its funds maintained in the state treasury. The new system is expected to cost \$10.4 million during its first five years.

The UWF Transition Plan has been submitted to and approved by the Chief Financial Officer of the state of Florida, Mr. Tom Gallagher. It has been forwarded to the Florida Department of Education, which reviewed it and suggested changes, which were incorporated into the document before the BOT. Prior to final FDOE approval, however, the detailed plan needs to be approved by the UWF Board of Trustees.

The president should be granted authority to make changes recommended by other agencies in the process.

Supporting documentation: Transition plan
Transition plan checklist
Transition plan appendixes

Prepared by: Jan Woody
850-474-3025

University of West Florida

Financial Management System Implementation/Transition Plan

Executive Summary

The University of West Florida (UWF) intends to discontinue the use of the Florida Accounting Information Resource (FLAIR) system on July 1, 2004, except as necessary to close FY 2003-04; furthermore UWF plans to assume payroll functions for its employees that are currently provided by the Florida Bureau of State Payroll (BOSP) on January 1, 2005.

UWF has received authorization to pursue this course of action, and now seeks approval from the University Board of Trustees (UBOT), the Florida Department of Financial Services, and the Florida Department of Education for its plan to transition services to new accounting and human resource systems.

In February 2003 UWF purchased the Systems & Computer Technology Corporation (SCT) Banner Finance and Human Resource systems which will be integrated with the Legacy Student and Financial Aid systems already in place. In addition, UWF has contracted with SCT to provide consulting, project management, software implementation and training services. Together, UWF and SCT have developed a detailed plan for transition to the new SCT systems, and their interface with the existing systems being used by UWF. Detailed project planning began in March 2003. Software implementation and training began in May 2003.

To date, UWF has completed the construction of a detailed Project Definition Document, Data Standards Document, and a schedule for training and implementation. A project team has been formed and is meeting regularly to coordinate activities, monitor progress, and make adjustments to the plan when necessary. Training is underway and a detailed list of tasks has been constructed. Funding for the project has been identified. Plans for testing and certification of the new systems are being developed in cooperation with the State University System (SUS) Transition Task Force and the University Associate Vice President of Internal Auditing and Management Consulting.

Additionally, UWF is actively participating with the SUS Transition Task Force and other universities and community colleges in the state to maximize the potential benefits of sharing with each other our experiences and accomplishments with the new system.

Authorization

On August 28, 2001, the Florida Financial Management board delegated to the Florida Financial Management Information Systems (FFMIS) Coordinating Council the authority to grant exceptions to the statutory requirement that state agencies utilize the common accounting subsystem, FLAIR [F.S. 215.93(2)], thereby allowing state universities to acquire and implement new financial management systems to replace the FLAIR system. On July 17, 2002 FFMIS approved a motion granting this exception to UWF.

On May 16, 2002, Florida Senate Bill 20E was signed into law. This law extensively restructured the Florida School Code and established the process by which each state university was to move off the

FLAIR financial system. Provisions of this law permit universities to discontinue use of FLAIR by July 1, 2004 for financial functions and January 1, 2005 for payroll functions.

The new statute requires that the university obtain Florida Board of Education (FBOE) approval for detailed plans to transition from the FLAIR system to their own financial management system. This transition plan must be developed in cooperation with the State Chief Financial Officer. UWF will submit its plan to the Department of Financial Services on November 3, 2003 for review and approval, and subsequently to the FBOE by March 3, 2004. Upon their approval, the FBOE will submit the plan to the Executive Office of the Governor and the Chairs of the Appropriations Committees of the House and Senate informing them of the effective date.

System Selection

The university began planning for these changes in early 2002, by joining a consortium of SUS universities who were jointly investigating and negotiating with several providers of accounting and human resources software systems. This consortium consisted of the University of Florida, Florida State University, the University of North Florida, and the University of West Florida. Ultimately, the University of Florida and Florida State University selected the PeopleSoft system. The University of North Florida and UWF selected the SCT Banner system as their optimal solution for FLAIR replacement.

The Consortium issued an Invitation to Negotiate (ITN) in January of 2002. That document included a clause in which all universities involved in the consortium had the option to withdraw from the consortium and still use the ITN solicitation to purchase a system. On December 9, 2002 the UWF Vision team selected the Systems & Computer Technology Corporation (SCT) Banner Finance and Human Resource systems. In February 2003, UWF contracted with SCT for the purchase of the software and implementation services.

UWF contracted with the Central Florida Regional Data Center (CFRDC) to provide server system hosting and support services for UWF's SCT Banner system. CFRDC already hosts Banner systems for three other Florida SUS universities, and will also be the hosting solution for the University of North Florida. Thus, with the exception of Florida Atlantic University, all SUS universities planning to migrate to Banner have chosen CFRDC as a common system hosting solution, allowing us to share resources, expertise and experience.

Benefits

The new SCT systems will not only provide the functions necessary for the university to manage its own finances, but will also help to enhance many of its services. These opportunities for enhancement are included in the university plan, and include:

1. Increased productivity through an integrated administrative database with a familiar and consistent user interface.
2. Reduction of duplicate data entry into multiple information systems.
3. Streamlining of business practices with paperless workflow.
4. Availability of real time, on-line financial, payroll and human resources data.

5. Ability to produce accounts payable and payroll checks and complete transactional processing locally without utilizing state resources.
6. Improved customer service, especially secure, web-based self-service options to the entire campus community.
7. Simplified, customized data reporting capabilities that can combine employee and financial data.
8. Improved processes for budget planning and monitoring.
9. Simplified reporting of data pursuant to FS 1011.90(4), including, but not limited to operating budgets, expenditure analysis, salary category detail and GASB 34/35 compliant financial statements.

Project Definition and Goals

SCT consultants have assisted the university in the preparation of a Project Definition Document. Executive leadership has approved this document and the plan it outlines for the implementation of the new systems.

The project definition identifies the major goals of the project:

1. To implement the SCT Banner Finance, Payroll, and Human Resources products in a fashion that ensures current services and functions provided by the FLAIR system and Bureau of State Payroll are not interrupted.
2. To coordinate the installation of the SCT Banner Finance and Human Resources systems with the existing Legacy Student and Financial Aid systems to minimize any negative impact on existing business procedures.
3. To complete the Banner Finance implementation by July 1, 2004 and the Banner Payroll and Human Resources implementation by January 1, 2005.
4. To complete the project in coordination with the Department of Financial Services and other State Agencies and with the approval of the University of West Florida Board of Trustees and the Florida Board of Education.

Project Organization

The project definition also describes the organization of university personnel during the implementation period. For the duration of the implementation project, a Finance/Human Resources Implementation Committee has been established and charged with:

1. Creation and monitoring of the project schedule and prioritization of project tasks.
2. In consultation with both internal and external stakeholders, ensuring that best practices are followed and concerns are addressed.
3. Coordinating activities for the primary departments involved in implementation.
4. Development of any new policies or procedures required.
5. Ensuring that system functions are thoroughly tested and validated.

The Project Manager and the implementation committee will maintain the project schedule and monitor progress during the configuration, testing, implementation, training, and support phases of the tasks listed in the detailed project plan. As the

project progresses, departments will receive assistance in revising their business processes to fully utilize the advanced features of the new systems.

Once implementation is complete, management of the Banner system will become a university-wide responsibility. To achieve the high level of coordination required, the President has established the Banner Systems Coordinating Committee to oversee the operation and performance of the integrated system. This standing committee will include representation from all offices that are stakeholders in the successful operation of the Banner system. The committee will develop policy, review and prioritize requests for development, and will identify resource issues and submit recommendations for resource commitments to the university leadership.

Project Scope

The Project Definition document defines the scope, boundaries and limits of the project. The scope describes the type of work and how much is to be done during the project, including a division of related tasks between SCT and UWF. The project scope also includes defining the various modules of the system and the specific implementation components. UWF will be utilizing the resources of SCT and CFRDC in addition to its own staff to accomplish the tasks included in the project's scope.

Current Modules for the Banner software include:

General Ledger	Accounts Payable
Non-Student Accounts Receivables	Fixed Assets
Budgeting	Purchasing
Contracts and Grants/Research Accounting	Payroll/HR
Workflow	

SUREFIRE Implementation Components

Project Planning

- Installation of software:
- Installation of Banner Finance and Human Resource modules
- Installation of Web for Employees

Technical

- Remote DBA support
- Conversion Toolkit training
- Interfaces to the State *
- Conversion of Finance and Human Resource data
- Interfaces to other systems
- Custom reporting

Finance

- Process Analysis and Review
- Rule and Validation Table Build
- General Accounting and Chart of Accounts
- Purchasing
- Accounts Payable
- Web for Employees (Finance)

Finance Training

- General Ledger Accounting
- Fixed Assets
- Budget Development
- Non-Student AR
- Cost Accounting
- Research and Proposals

Human Resource

- Process Analysis and Review
- Rule and Validation Table Build
- Position Control
- Employee
- Payroll

Human Resource Training

- Position/Budget Control
- Employment/Hiring Processes
- Timekeeping Administration
- Payroll Processing

Web for Employees

- Documentation
- Procedure documentation for functional offices
- Procedure documentation for technical services

Other Services

- Define Role-level Security
- Testing and sign-off for SCT provided deliverables
- Training for end-users
- Continuous communications
- Post-implementation review

* These items will require continual monitoring to assure that state required reports are generated in the requested formats.

Project Milestones

In contracting with SCT, UWF decided to utilize “SUREFIRE” implementation strategy. This strategy calls for UWF to outline its current business practices and fill out surveys and spreadsheets. SCT takes this information and builds the base tables for UWF. Once the tables are built and accepted by UWF, the University will maintain the tables. This methodology is designed to save time in the development stages of the project.

Implementation will occur in two overlapping phases, with the Finance modules being implemented and tested between May 2003 and July 2004 and the Human Resources modules being implemented and tested between May 2003 and December 2004.

For a period of six months, from July 2004 until January 2005, UWF will run payroll using the BOSP system while posting the necessary accounting entries to the Banner general ledger. A detailed plan for implementing this transition process has already been constructed.

Milestone	Date
Project Started	January 13, 2003
Project Definition Approved	January 31, 2003
Software Installation	
Banner Finance and Human Resources systems installed in training system.	February 7, 2003
Banner Finance and Human Resources systems installed in test system.	March, 2003
Banner Finance and Human Resources systems installed in production system.	
Banner Finance Modules	
Project Schedule Completed	September 1, 2003
Training Started	April, 2003
Finance Go-Live	July 1, 2004
Banner Human Resources and Payroll Modules	
Project Schedule Completed	September 1, 2003
Training Started	September, 2003
Payroll / Human Resources Go-Live	January 1, 2005
Project Closeout Completed	

Training

In contracting with SCT, UWF decided to utilize a “TRAIN THE TRAINER” implementation strategy. This strategy calls for UWF staff to outline current business practices and protocols, allowing SCT consultants to aid in the system configuration. This methodology is designed to ensure that staff members become experts in the use of the system, qualified to train other staff members, and able to provide expert advice to the university community in the ongoing use of the system. This strategy is designed to maximize the usefulness of the software to the university and reduce future consulting and training costs.

The project schedule includes 1500 person-hours of SCT training to UWF staff, broken down as follows:

Technical	84 person-hours
Finance	684 person-hours
Human Resources	532 person-hours
Self-Service Modules	200 person-hours

Testing and Certification

Testing the SCT Banner product occurs as each module is implemented, and the project plan includes extensive testing to ensure that the system is properly configured and functioning correctly. Testing is designed and performed with trained SCT staff members on-hand. When it is feasible to do so, systems will be tested in parallel with the FLAIR and BOSP systems. The SUS Transition Task Force is developing guidelines for testing, and has suggested the following types of tests to ensure the accurate classification/recording of data in the new system:

- Similar transactions input simultaneously to subsidiary accounts in the new system and FLAIR, such as accounts receivable, accounts payable, and encumbrances, and the totals checked for consistency.
- Within selected units duplicate disbursements will be entered into the new system and FLAIR and checked for consistency.
- Produce reports required on a statewide level from the new system and certify the results are the same as would be obtained from FLAIR.
- Run a simulated monthly and yearly closing.
- Develop a stress test in the new system. Process a similar number of transactions in a given time as is currently handled in FLAIR.

Plans for testing will continue to be developed in conjunction with the SUS Transition Task Force.

The University Associate Vice President for Internal Auditing and Management Consulting shall certify that appropriate audit and internal controls are or will be in place to enable the university to satisfactorily and timely perform all accounting and reporting functions required by State and Federal law and rules of the State Board of Education.

Acquisition and Implementation Funding

The five year budget for implementation and operation of the SCT Banner system totals \$10.4 million. A summarized breakdown of costs per fiscal year is shown in the following table:

Component	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	5-Year Total
Software Licensing	800,800	197,200	-	-	-	998,000
Software Maintenance	86,320	235,846	255,070	276,471	300,339	1,154,046
Implementation Services	606,894	1,298,338	1,192,788	508,894	-	3,606,915
System Hosting	191,100	208,100	308,100	326,000	339,125	1,372,425
Personnel	146,987	390,064	532,976	352,452	352,452	1,774,930
Other	116,430	563,083	524,223	287,937	91,632	1,583,304
Total Budget:	1,948,531	2,892,631	2,813,157	1,751,754	1,083,548	10,489,621

Funding for the software, implementation, support, and operation costs of the new system is obtained from state funds.

Coordination with State Agencies

UWF is participating with the State University System (SUS) Transition Task Force to ensure that the new systems will be sufficiently tested and there will be a smooth transition of services currently provided by state agencies to the university. The Transition Teams include representation of the State Universities, Department of Financial Services and the Division of Colleges and Universities. The teams meet on a regular basis to discuss procedural and technical aspects of the devolution of authority to the universities. As the details of the process of devolution are worked out, the universities can address specific issues and develop procedures to affect the transfer. The primary issues concern the coordination of activities between the universities and the Department of Financial Services, including the posting of releases; the transfer of end-of-year balances; and the investment of cash by the Division of Treasury. Also, the university will coordinate activities with the Division of State Group Insurance to ensure that insurance payments continue to be remitted in an uninterrupted fashion.

The universities will transition from FLAIR at the beginning of the fiscal year, July 1, but will continue to process payroll through Bureau of State Payroll until the beginning of the next calendar year. This has created the need for supplemental procedures and additional coordination during this six-month transition period, and plans for this have been developed with help from the SUS Payroll Devolution Team.

As issues are identified and resolved the university will incorporate any new procedural requirements in the revision of its business processes and modify the

implementation plan to include additional development, testing, training, and support. These issues will be identified and documented via the SUS Devolution Team document for Accounting and Financial Reporting, Payables and Payroll. Other documents used and adhered to during the transition process will be the Cash out Checklist, Distribution of State Funds, BOSP Payroll Processing requirements for July 1, 2004 through December 31, 2004, and Payroll Clearing Account Requirements.

Coordination with Other State Universities and Community Colleges

The University of West Florida, Florida Gulf Coast University, Florida Atlantic University, the University of North Florida, and New College of Florida have formed an informal group that meets regularly to share our problems, discuss issues and work towards common solutions. We believe that by sharing our experiences and accomplishments, we will achieve greater success than is possible alone.

SUS Transition Plan Checklist

As of 09/15/2003

GENERAL TRANSITION REQUIREMENTS	vi
ACCOUNTING AND FINANCIAL REPORTING	7
Accounting Transactions	7
Consolidated Equipment Financing Program	7
Direct Deposit of Funds	7
TREASURY ISSUES	9
General Cash Management Issues	9
Liquidation of Investments.....	9
ACCOUNTS PAYABLE	10
Voucher Processing	10
EDI	10
Purchasing Card	11
PAYROLL	12
Interim Payroll Processing	12
Payroll Processing	13
DATE OF BOARD OF TRUSTEES' APPROVAL	14
DEPARTMENT OF EDUCATION REQUIREMENTS	14
Operating Controls	14
Data Requirements	15

GENERAL TRANSITION REQUIREMENTS

<i>Item</i>	<i>Cross Reference to Plan</i>
<p>1. University Inspector General to provide written certifications over the course of the University's transition from FLAIR, as follows:</p> <ul style="list-style-type: none"> • With the submission of the Transition Plan to the Chief Financial Officer (CFO) of the state, certify that the various system components being implemented contain adequate internal controls, the implementation methodology provides adequate separation of duties and that the components will be able to provide BOE with the data required by the Legislature. • During the last full week of June preceding the July 1 transition, certify that the system components, as implemented, contain adequate internal controls and processing controls are functioning as required. • During the week prior to transition to the University payroll system, certify that the system components, as implemented, contain adequate internal controls and processing controls are functioning as required. This may be combined with the second letter if the transition is occurring at the same time. 	<p>Appendix C, Letters of Certifications and Authorizations</p>
<p>2. There are several documents included by reference that provide additional details and specific time schedules for some functions. These documents include, but are not limited to, the team documents for Accounting and Financial Reporting, Payables, and Payroll; the Cash out Checklist; Distribution of State Funds; BOSP Payroll Processing Requirements for July 1, 2003 through December 31, 2003, (Originally issued in June, 2003 and posted on the ICOFA website; this document will be updated for each of the other universities); and Payroll Clearing Account Requirements. Each of these documents will be posted on the ICOFA website, which is http://www.icofa.org/Business/Team_Reports.asp.</p>	<p>All referenced documents will be used and adhered to in the transition process. (See Transition plan, page 8, "Coordination with State Agencies")</p>
<p>3. Each university and the CFO will appoint respective devolution coordinators who will serve as the primary contacts between the two organizations during the transition process. Each university will provide its CFO coordinator with a file of transition plan major milestones with target dates for completion. The file should be in the general form of a PERC chart or similar information in spreadsheet format and is due two weeks after the submission of the draft Transition Plan to the CFO on November 1, 2003. The university Transition Coordinator must be designated by this time. Each university coordinator will provide the CFO coordinator with a status report for these major milestones and an explanation of any deviation from the target dates as required through the remaining period of the transition until transition from the state accounting system is completed. The interval will vary as the transition date approaches.</p>	<p>Appendix A, Devolution Timeline. Appendix D, Contact information</p>

ACCOUNTING AND FINANCIAL REPORTING	
<i>Item</i>	<i>Cross Reference to Plan</i>
Accounting Transactions	
4. The dates on which universities will cease various accounting transactions within FLAIR, including deposits and originating or accepting Journal Transfers of all types will be set forth in Distribution of State Funds document referred to in item 2 above.	Appendix A, Devolution Timeline
Consolidated Equipment Financing Program	
5. Provide estimated dollar amounts for new items to be financed through the Consolidated Equipment Financing Plan of the CFO.	Appendix B, Procedures, Section 1- "Consolidated Equipment Financing Plan"
6. Establish Direct Deposit with the CEFP financing institution. Provide the CFO, CEFP Section with a fax or electronic transmission that is the equivalent of a remittance advice for each payment made directly to the financing institution, currently Bank of America Leasing. The information must include the payment effective date, amount and the CEFP Financing Contract Number.	Appendix B, Procedures, Section 1- "Consolidated Equipment Financing Plan"
Direct Deposit of Funds	
7. Advise the CFO, Direct Deposit Section; by May 15, 2004 whether the university will be depositing any already invested funds to a Special Purpose Investment Account (SPIA) under the CFO's contract. Direct deposit to a SPIA will be established by the CFO to handle these accounts using a special Taxpayer ID Number. The special Taxpayer ID Number will be provided to the University. The University enters the details of the deposit distribution into the Division of Treasury's system on the day of deposit.	Appendix C, Letters, Certifications and Authorization
8. Provide the CFO with appropriate direct deposit authorization forms to establish deposit for the periodic distribution of appropriated funds from BOE. No form is required if the University will have the funds deposited to a SPIA and one was established in item 7 above. The CFO will establish the direct deposit authorization to a SPIA if one was not established in item 7.	Appendix C, Letters, Certifications and Authorization

ACCOUNTING AND FINANCIAL REPORTING

<i>Item</i>	<i>Cross Reference to Plan</i>
<p>9. The legislation allowing the CFO to provide each university with Direct Deposit Authorization data for its employees and vendors for 2003 was put into the GAA Implementing Bill and will expire June 30, 2004. New legislation will be required for the 2004-05 period.</p> <p>Provide to the CFO Transition Coordinator in writing, by June 1, 2004, the name of the custodian the University designates to receive and secure the electronic data to be provided by the CFO, Direct Deposit Section.</p>	Appendix D, Contact Information
<p>10. Direct Deposit disbursement transactions returned to the CFO after a university has left FLAIR in July or payroll in January will be disbursed to the payee by a check drawn on the DFS Returns Account. Only a transaction which was disbursed to the wrong party or which should not have been disbursed will be cancelled. Each university will be responsible for designating in writing, by June 30, 2004 a contact in the event that an expense payment is returned.</p>	Appendix B, Procedures, Section 2- "EFT Transaction" Appendix D, Contact information

TREASURY ISSUES	
<i>Item</i>	<i>Cross Reference to Plan</i>
General Cash Management Issues	
11. Address the action the University wants taken on investments in the Treasurer’s Investment Pool and cash in the State Treasury. Provide the University’s timeline and procedures for the liquidation of investments and cash from the State Treasury. The plan needs to address where the funds will be located after they are disbursed from the Treasury, i.e., the Treasurer’s Special Purpose Investment Account (SPIA), local bank accounts, etc. The liquidation of investments and will occur in accordance with the dates and procedures set forth in the <u>SUS Clearing EOY Cash From University Accounts</u> document that is a binding part of this checklist. The final version will be issued in May 2004.	Appendix B. Procedures, Section 3 – “Investments”
12. If the University needs to establish new SPIA accounts with the Treasury, this must be accomplished at least one month prior to the movement of funds to the SPIA account. Please address this issue in the timeline mentioned in item 3 above.	Appendix A, Devolution Timeline, Line No 6 Appendix B, Procedures, Section 3 – “Investments”
13. Provide a date(s) certain on which all further deposits by Universities (other than deposits to cover payrolls after the devolution) to the State Treasury will cease including clearing account transfers and letter of credit draws.	Appendix A, Devolution Timeline, Line No. 10 and 11
14. Address the action the University wants taken on DIRECT DEPOSIT transactions sent to the Treasury from a source outside state government, e.g. grants, in error after the University has devolved. The recommended action is to credit the deposit to the University’s devolution clearing fund and then disburse the funds to the University.	Appendix B, Procedures, Section 2 – “EFT Transactions”
Liquidation of Investments	
15. Provide a date certain by which the University will have notified the Chief Financial Officer (CFO) of the State which accounts will be remitted to the University local funds and which will be transferred to SPIA accounts.	Appendix A, Devolution Timeline, Line No. 6
16. The liquidation of investments will occur in accordance with the dates and procedures set forth in the <u>SUS Clearing EOY Cash From University Accounts</u> document that is a binding part of this checklist. The final version will be issued in May 2004.	Appendix B. Procedures, Section 3 – “Investments”

ACCOUNTS PAYABLE	
<i>Item</i>	<i>Cross Reference to Plan</i>
Voucher Processing	
17. A date certain to transition off of FLAIR for voucher processing will be contained in the Distribution of State Funds document.	Appendix A, Devolution Timeline, Lines No. 7 and 10
18. Certify that procedures will be in place either systematically or manually for processing IRS and DOR levies.	Appendix B, Procedures Section 5 – “General Accounts Payable”
19. Identify the last date travel advances are to be processed by FLAIR. (It is recommended that no travel advances be processed within three months of transitioning off of FLAIR in order to allow adequate time for settling the advance.)	Appendix A, Devolution Timeline, Lines No. 5 Appendix B, Procedures Section 4 – “Travel”
20. Provide information identifying the prompt payment policy the university intends to establish for its accounts payable once the transition off of FLAIR Accounting has occurred.	Appendix B, Procedures Section 5 – “General Accounts Payable” Appendix D, Contact Information
21. Confirm whether your ERP system can set up multiple Direct Deposit Authorizations to alleviate the problem of travel payments made during the six months after the University devolves from FLAIR but prior to devolving from payroll.	Appendix B, Procedures Section 2 – “EFT Transactions”
EDI	
22. Identify whether your university processes vendor payments through invoice tracking (EDI). If your agency processes EDI invoices, answer items 23, 24, and 25 below.	UWF does not use EDI invoicing
23. Identify the last date that vendors participating in EDI invoicing will transmit invoices electronically. (This date should be at least three months prior to transition off of FLAIR to allow adequate time to process outstanding invoices.)	N/A
24. Identify last date that all invoices will be cleared from the approval queues. (This date should be at least one month prior to transition off of FLAIR.)	N/A
25. Identify a date certain that all trade account records will be placed in a “D” status. (This date should be at least one month prior to transition off of FLAIR.)	N/A

ACCOUNTS PAYABLE	
<i>Item</i>	<i>Cross Reference to Plan</i>
Purchasing Card	
26. Identify how the University plans to devolve from the State of Florida Purchasing Card (PCard) Program by indicating which option you have chosen (1, 2 or 3). The options are detailed in the Accounts Payable Devolution Team document.	Appendix B, Procedures Section 6 – “Purchasing Card”
27. If option 2 or 3 is chosen, provide a date certain by which the University will start a “local government/participating entity” program using the State of Florida PCard Program contract.	Appendix B, Procedures Section 6 – “Purchasing Card”
28. If option 2 or 3 is chosen, address whether state funds will be necessary for the University’s local account, and identify when the funds will be needed and the amount.	Appendix B, Procedures Section 6 – “Purchasing Card”
29. If option 2 or 3 is chosen, address the method contained in the Accounts Payable Devolution Team document that the University intends to use to record PCard transactions back into FLAIR.	Appendix B, Procedures Section 6 – “Purchasing Card”
30. The devolution from the State of Florida PCard Program requires the University PCard Administrator to close all cardholder accounts and the University corporate account in the Purchasing Card Module (PCM) by 3/31/04, for devolution fiscal year 03-04. Provide the University’s procedures and timeline for accomplishing this requirement by the specified deadline.	Appendix B, Procedures Section 6 – “Purchasing Card”
31. All PCard transactions (debits, credits, whether disapproved or disputed) must be processed for payment through the PCM by 6/21/04, for devolution fiscal year 03-04. Provide the University’s procedures and timeline for accomplishing this requirement by the specified deadline.	Appendix B, Procedures Section 6 – “Purchasing Card”
32. If you do not process and pay in full all outstanding PCard transactions by 6/21/04, for devolution fiscal year 03-04, the Department of Financial Services will exercise its authority to settle and approve these transactions, pursuant to Section 17.03, Florida Statutes. This would involve overriding any transactions that result in a negative status. The transactions will be processed using the default account referenced on the card record. Provide the University’s procedures for avoiding negative status transactions from occurring.	Appendix B, Procedures Section 6 – “Purchasing Card”

ACCOUNTS PAYABLE	
<i>Item</i>	<i>Cross Reference to Plan</i>
33. Prior to the liquidation process to remove University funds from the Treasury, all PCard transactions must be paid and settled if overridden. Provide the University's procedures and timeline for settling any applicable negative PCard transactions.	Appendix B, Procedures Section 6 – "Purchasing Card"
34. The University PCard Administrator must close all PCM records (such as: processing groups, merchant category code groups, approvers, administrative units, persons, etc) by 6/30/04, for devolution fiscal year 03-04. There is a specific sequence of events for closing these records to avoid system errors. Provide the University's procedures and timeline for accomplishing this requirement by the specified deadline.	Appendix B, Procedures Section 6 – "Purchasing Card"
35. PCard reports in the Report Distribution System (RDS) must be stopped by 7/30/04, for devolution fiscal year 03-04. Provide the date certain by which the University will stop the PCard RDS reports.	Appendix B, Procedures Section 6 – "Purchasing Card" Appendix A, Devolution Timeline, Line No. 15
36. Access control to the PCM (the system function "CD") must be removed by 6/30/04, for devolution fiscal year 03-04. Provide the University's procedures and timeline for removing access control to CD from all applicable University users.	Appendix B, Procedures Section 6 – "Purchasing Card" Appendix A, Devolution Timeline, Line No. 12

PAYROLL	
<i>Item</i>	<i>Cross Reference to Plan</i>
Interim Payroll Processing	
37. Identify any assistance or special enhancements needed from the Bureau of State Payrolls for the interim period of payroll processing that follows withdrawal from the state accounting system.	Appendix B, Procedures Section 7– "Payroll"
38. Address intent to maintain adequate working balance in the respective payroll clearing account (disbursement category 31440) pursuant to BOSP-provided requirements contained in the documents listed in item 2 above.	Appendix B, Procedures Section 7– "Payroll"

PAYROLL	
<i>Item</i>	<i>Cross Reference to Plan</i>
Payroll Processing	
39. Address intent to transition administration of employee benefits, including but not limited to State group insurance, Workers' Compensation, Unemployment Compensation, Deferred Compensation (IRC 457), and Florida Retirement System plans, including the Optional Retirement Program, Pretax Parking/Transportation (IRC 132), and other local (not state administered) pretax programs.	Appendix B, Procedures Section 7–“Payroll”
40. Indicate whether your university has filed the “Adoption of State of Florida Salary Reduction Cafeteria Plan” document, with the Department of Management Services.	Appendix B, Procedures Section 7–“Payroll”
41. Address plans to replace or provide alternate processes for existing interfaces, including but not limited to the following data files: Deferred Compensation Authorizations, Tax Shelter Authorizations, Retirement Authorizations, and Insurance Authorizations.	Appendix B, Procedures Section 7–“Payroll”
42. Identify training needed from BOSP for University Information Systems Staff, Tax Reporting Staff, and Personnel/Payroll Staff.	Appendix B, Procedures Section 7–“Payroll”
43. Provide a statement of supported pay cycles and if they deviate from what has been historically in place, a brief example of intended pay periods and plans to coordinate changes with the applicable interface partners.	Appendix B, Procedures Section 7–“Payroll”
44. Plan should provide for staffing, implementing, reporting and remitting of taxes, as well as employee and/or employer contributions to the appropriate federal, state and local entities; and third party administrators, where applicable.	Appendix B, Procedures Section 7–“Payroll”
45. Plan should provide for staffing, implementing, processing, and remitting all Collections Types i.e., Bankruptcy cases, Court Ordered Support (Child Support, Dependent Support, Spousal Support), Employee Deduction Agreements, Federal Student loans, Federal Wage Garnishment orders, Tax Levies, and Wage Garnishment orders.	Appendix B, Procedures Section 7–“Payroll”
46. Address intent to notify all legal overseers of collection actions, to initiate transfer of authority.	Appendix B, Procedures Section 7–“Payroll”
47. Address intent to obtain new Employee’s Withholding Allowance Certificate (W-4 forms) for all employees; to adhere to applicable retention schedules; and to monitor/control expiration date for exempt status W-4 records, Earned Income Credit (EIC) W-5 records, and excluded employment status W-4 records (including, but not limited to non-resident aliens).	Appendix B, Procedures Section 7–“Payroll”

PAYROLL	
<i>Item</i>	<i>Cross Reference to Plan</i>
48. Plan should include target dates and data sources for testing and loading and/or inputting production data into new system, including but not limited to, W-4 Files, tax reporting, miscellaneous deductions, Collections, Direct Deposit, and year to date balances, etc.	Appendix B, Procedures Section 7–“Payroll”
49. Address intent to establish contingency plans for Payroll Software, Payroll Hardware, and Fulfillment of Contract Requirements (implementation slippage).	Appendix B, Procedures Section 7–“Payroll”
50. Plan should provide for staffing and implementing Limit Monitoring for: Social Security Wage Maximum, Deferred Compensation 457, and Tax Sheltered Annuities 403(b). Also indicate intent to coordinate with the Division of Retirement and State Board of Administration’s third party administrator (CitiStreet) with respect to the Optional Retirement Program and FRS Investment Plan monitoring activity for which coordination is required.	Appendix B, Procedures Section 7–“Payroll”
51. Provide target dates for testing interfaces and data feeds with vendors and agencies that currently receive university reports and data from the State Payroll System.	Appendix B, Procedures Section 7–“Payroll”
52. Address intent to report to the Bureau of State Payrolls those adjustments to wages and other income paid through the State Payroll System for the 3 calendar years following the year in which the payments were made.	Appendix B, Procedures Section 7–“Payroll”
53. Address intent to replace or provide for all payroll-related functions currently performed in the FLAIR system, including but not limited to W-4 input, adjustments, on-demand payments, etc.	Appendix B, Procedures Section 7–“Payroll”

DATE OF BOARD OF TRUSTEES’ APPROVAL	
<i>Item</i>	<i>Cross Reference to Plan</i>
54. Provide the date of the Board of Trustees’ meeting at which it is expected final approval of the transition plan will be obtained.	Preliminary Transition Plan Approved, January 6, 2003. Update February 20, 2004

DEPARTMENT OF EDUCATION REQUIREMENTS	
<i>Item</i>	<i>Cross Reference to Plan</i>
Operating Controls	
55. The plan should specify its procedures for management of its payroll clearing account at the	Appendix B, Procedures Section 7–

Department of Financial Services.	“Payroll”
56. The plan should specify the procedures whereby required transmittals of capital improvement fees and building fees are to be regularly transmitted to DOE.	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
57. Accounting and Financial Reporting. Available reports should be specified in detail sufficient to indicate that all basic accounting, financial reporting and budgetary requirements will be met by the new system.	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
58. Accounts Receivable/Billing/Receipts should be addressed by the plan with the same level of detail as Accounts Payable.	Appendix A, Devolution Timeline, Line No. 10
59. The Vendor ID and remittance address to be used by the Department of Education in making future transmittals must be specified, as well as whether these transmittals are to be via direct deposit or hard-copy warrant.	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
60. The plan should indicate that reporting is sufficient to satisfy the requirements of the One Florida Initiative, as administered by the Office of Supplier Diversity.	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
Data Requirements	
61. Operating Budgets (OB), Salary Category Detail File (SCDF) and Expenditure Analysis (EA) data requirements:	
<ul style="list-style-type: none"> • Specify when testing will begin and end to ensure that all data used to generate these files is captured. 	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
<ul style="list-style-type: none"> • Specify that reports will be generated that mimic OB and EA reports. 	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
<ul style="list-style-type: none"> • Specify that data be generated to support the following OB reports: <ul style="list-style-type: none"> a. Exhibit B b. Exhibit C c. Exhibit D d. Exhibit E e. Exhibit F f. Schedule 1 (if applicable) g. Schedule 1A h. Schedule III 	Appendix B, Procedures Section 8– “Reporting and Data Requirements”
<ul style="list-style-type: none"> • Crosswalks between the new financial systems and the OB, SCDF, and EA data elements in the 	Appendix B, Procedures Section

<p>appropriate software should be developed.</p>	<p>8– “Reporting and Data Requirements”</p>
<ul style="list-style-type: none"> • Please indicate how appropriate university budget staff will be involved in the testing and implementation of the new financial systems. Specify the contingency plan to provide the appropriate OB, SCDF, and EA data through the existing DOE software if there are glitches as the financial transition takes place. 	<p>Appendix B, Procedures Section 8– “Reporting and Data Requirements”</p>
<p>68. The plan should specify the post-implementation monitoring activities scheduled (by your IG, etc.) to ensure systems are achieving their desired results.</p>	<p>Appendix C, Letters, Certifications and Authorization</p>

University of West Florida

Financial Management System Implementation/Transition Plan

Appendix A –Devolution Timeline

Line No.	Milestone	Date
Financial Systems Milestones		
1	University P-Card administrator notifies cardholders of plans for P-Card transition.	January 15, 2004
2	UWF designates a custodian to receive direct deposit authorization data for employees and vendors.	February 1, 2004
3	The P-card administrator retrieve cards and closes each cardholder’s card record in the PCM Card Menu	March 31, 2004
4	The P-card approvers proactively clear outstanding charges and credits from the PCM System Charge Queue.	June 21, 2004
5	Last day to process travel advances through FLAIR.	March 31, 2004
6	UWF requests SPIA accounts and specifies which accounts should be transferred to them, and which accounts should be remitted to the university’s local accounts.	May 20, 2004
7	UWF ceases transactions, receipts and disbursements involving State Agencies (JT2) in FLAIR	May 28, 2004
8	UWF establishes SPIA accounts to receive appropriated funds.	June 1, 2004
9	The P-card administrator closes the FLAIR P-Card module.	June 30, 2004
10	UWF ceases all transaction processing in FLAIR. This includes all vouchers, JT’s and deposits to state CFO or state Division of Treasury accounts. (Note: See item 7 above in reference to JT2 transactions.)	June 24, 2004
11	UWF ceases deposits to State Division of	June 24, 2004

Line No.	Milestone	Date
	Treasury (except for deposits to cover payroll expenses through 12/31/04)	
12	Access to P-Card system removed.	June 30, 2004
13	UWF Internal Auditor provides certification that the system components, as implemented contain adequate internal controls and processing controls are functioning as required.	June 23, 2004
14	Appropriated funds placed in SPIA	July 1, 2004
15	P-Card RDS reports made unavailable.	July 31, 2004
Payroll System Milestones		
16	All manual and automated interfaces required for local payroll processing are identified and specified	July 1, 2004
17	UWF submits first payroll using payroll clearing fund to Bureau of State Payrolls	July 2, 2004
18	UWF begins recording payroll expenses in Banner Finance system	July 7, 2004
19	UWF parallel payroll testing of Banner Payroll and Bureau of State Payrolls systems	October 5, 2004 – November 27, 2004
20	UWF submits last payroll to Bureau of State Payrolls	December 17, 2004
21	UWF receives data required to process payroll locally, i.e. EFT information and miscellaneous deduction details	December 18, 2004
22	UWF Internal Auditor provides certification that the system components, as implemented contain adequate internal controls and processing controls are functioning as required.	December 23, 2004
23	UWF processes first payroll locally using Banner Payroll	January 4, 2005 – January 8, 2005

University of West Florida

Financial Management System Implementation/Transition Plan

Appendix B – Procedures

This section includes a summary of proposed procedures to be followed for both the period of transition and the period when UWF begins operating in a stand alone fashion. Where applicable, complete operational procedures are currently being developed to be located in departmental procedure manuals and will be included in departmental training initiatives as part of system implementation.

1. Consolidated Equipment Financing Program

Item 5 and 6. UWF intends to continue use of this program after devolution. UWF estimates approximately \$400,000 in financing through this program in FY 2004/05. UWF has three open contracts through CEFP, all of which are financed through Comerica Leasing Corporation. Direct Deposit arrangements will be made with Comerica and information will be supplied prior to May 15, 2004.

2. EFT Transactions

Item 10. The university will implement the following procedure for legitimate vendor EFT transactions made on or prior to 6/30/04 but returned to the bank after 6/30/04, and for legitimate employee transactions made on or prior to 12/31/04 but returned to the bank after 12/31/04. Department of Financial Services will receive the returned direct deposit payment and will issue a check to the vendor or employee from the DFS Returns account.

By June 30, 2004, UWF will provide a contact to the Department of Financial Services to assist in clearing these transactions. See Appendix D, Contact Information.

Item 14. Beginning 07/01/04, if EFT transactions for the university are received, UWF will follow the procedure below:

1. Credit the deposit to the university's devolution clearing fund.
2. Disburse the funds to the university.

UWF will have the capability of processing EFT transactions for vendors beginning 7/1/04 and for employees on 1/1/05. SCT Banner allows EFT Accounts

Payable and Payroll transactions to be routed to separate bank accounts. It is the intention of the University to fully test this capability before committing to its use. Accordingly, there may be a temporary interruption of ACH payments to vendors until the Controller's Office is satisfied that all necessary controls are in place. If this occurs, payment by check would be substituted. In order to implement this capability, UWF will designate a custodian to receive and secure EFT routing information for its vendors and employees by 2/1/04, and would like to receive this information as soon as legislative authority allows.

Item 21. The SCT Banner System can set up multiple Direct Deposit Authorizations.

3. Investments

Item # 11, 12, 16. The liquidation of investments will occur in accordance with the dates and procedures set forth in the SUS Clearing EOY Cash From University Accounts document.

4. Travel

Item 19. Because of the low volume of travel advances, the university will continue to process travel advances through FLAIR for any travel occurring prior to April 1, 2004. Advances for travel between 4/1/04 and 6/30/04 will be cleared through local funds. Reimbursement for travel made prior to 3/31/04 must be processed in FLAIR by 6/24/04. No new vouchers for travel reimbursement will be created in FLAIR after 6/23/04.

5. General Accounts Payable

Item 20. By 7/1/04, UWF will adopt and implement local prompt payment procedures that are based on FS 215.422.

Item 18. Beginning 7/1/04, UWF will be notified of and will handle IRS and DOR levies as part of its normal A/P processing. The Department of Financial Services will work with UWF to get the IRS levy information necessary for UWF to initially flag vendors. The DOR levy information necessary to flag vendors will need to come directly from DOR.

6. Purchasing Card

Item 26, 30, 31, 32 and 33. UWF has chosen Option 3 – to open a local account with Bank of America. In January 2004 the UWF P-Card Administrator will begin notifying state-issued P-Card holders of UWF’s decision to discontinue the use of State-issued purchasing cards by 3/31/04. On 3/31/04 the P-card Administrator will retrieve the existing Purchasing Cards and a list of all outstanding transactions from the Cardholders. The P-card Administrator will monitor the System Charge queue to ensure that all outstanding charges are processed and cleared by the 6/21 deadline. By 6/30/03, the UWF P-Card administrator will close its State Purchasing Card Program and discontinue the use of the FLAIR Purchasing Card Module. Manual encumbrances will be set up for all outstanding charges that have not been approved by 5/30 to ensure that funds are available and negative status transactions will not occur. On 6/21, encumbrances will be brought down to ensure that the State has adequate funds to pay any outstanding charges after 6/21. Immediately upon notification that a negative status transaction has occurred, UWF will transfer funds to rectify the situation. The Department of Financial Services will automatically approve and settle any transactions that remain open on June 21, 2004.

Item 27, 28 and 29. UWF will submit an application to begin its participation in the Bank of America’s P-Card program as a ‘local government / participating entity’ by 3/1/04, and will begin participation in this program by 4/1/04. The SCT Banner P-Card Module will be used to validate purchases. Transaction details from SCT Banner will be used to record expenses in FLAIR and reimburse the local account used to fund the program using manual TR-51 transactions. Based on last year’s P-Card expenditures, approximately \$450,000 in state funds will be necessary on 4/1/04 to begin the program. Accordingly, a cash advance request to be placed in a local account will be initiated by UWF prior to 4/1/04.

PCARD TRANSITION PROCEDURES

ITEM # From Transition Plan Checklist.	MONTH	PROCUREMENT & CONTRACTS
26 (Option 3)	Oct 31, 2003	Credit Card Application will be mailed to BOA.
	Jan-Feb 2004	Procurement and Contracts will verify Cardholder information to input into BOA Systems. Once this information is entered BOA will issue new cards in March. All PCard participants will be notify of the changes to occur.
	March 1, 2004	Procurement and Contracts will train all reviewers on how to review charges in the new PCard System.
27 & 30	March 30-31, 2004	Procurement and Contracts will require all cardholders to return old cards to PCard Administrator at which time cardholders will be issued new cards on the University’s local account. PCard Administrator will then delete all

		cardholder and corporate accounts from the SAMAS/FLAIR System.
28		Local account used to fund the program using manual TR-51 transactions. \$450,000 in state funds will be necessary on 4/1/04 to begin the program. Accordingly, a cash advance request to be placed in a local account will be initiated by UWF prior to 4/1/04.
29		Transaction details from SCT Banner will be used to record expenses in FLAIR and reimburse the local account used to fund the program using manual TR-51 transactions.
31	June 21, 2004	All outstanding PCard charges after March 31, 2004 remaining in the SAMAS/FLAIR system will be approved by June 21, 2004.
32	June 21, 2004	Any charges still outstanding on June 21, 2004 will be approved on the default account and the department will be notified.
33	June 21, 2004	All unsettled negative P-Card Transactions will be settled by June 21, 2004.
34,36	June 30, 2004	All Purchasing Card Modules records will be closed and access to these Modules will be removed from the approvers' SAMAS/FLAIR access.
35	July 30, 2004	All Pcard reporting in RDS will be stopped.

7. Payroll

The following procedures are referenced to the numbered items of the checklist provided by the Department of Financial Services, dated 09/15/2003.

INTERIM PAYROLL PROCESSING

Item 37. UWF has not identified any special assistance or enhancements needed from the Bureau of State Payrolls (BOSP) for the last six months of 2004.

Item 38. UWF intends to maintain an adequate working balance in our payroll clearing account pursuant to BOSP requirements to be provided in the Payroll Clearing Account Requirements document.

PAYROLL PROCESSING

Item 39. UWF will continue to operate under the State's 125 Cafeteria Plan allowing employees to continue participation in the State's current pre-tax benefit programs. UWF will continue to participate in other benefit programs, including: Workers' Compensation, Unemployment Compensation, Deferred Compensation, Florida Retirement System plans, Pretax parking, and other local pretax programs.

Item 40. UWF has filed the "Adoption of state of Florida Salary Reduction Cafeteria Plan" document with the Department of Management Services.

Item 41. UWF has received specifications for interfaces from DSGI/Convergys, Division of Retirement, and Deferred Compensation.

Item 42. UWF has coordinated training with the BOSP for tax reporting and payroll processing. UWF will coordinate any additional training needs with the BOSP to ensure that the BOSP can allocate appropriate resources for training.

Item 43. UWF will continue a bi-weekly pay cycle for all employees. UWF is considering altering our pay-period from Friday through Thursday to Sunday through Saturday, but will maintain the same pay dates as the BOSP. UWF will continue to process the Criminal Justice Incentive Pay (CJIP) payroll on a monthly basis.

Item 44, 45. UWF will evaluate and review staffing levels required to administer and remit required taxes, employee/employer contributions, garnishments, court ordered support, tax levies. We will have a better understanding of the required staffing levels after participating in the BOSP training in Spring of 2004.

Item 46. In cases where UWF was not served the original collection order we intend to notify legal overseers of collections actions to transfer authority to UWF.

Item 47. UWF intends to comply with all Internal Revenue Service requirements relating to Forms W-4 and W-5.

Item 48. UWF will coordinate the receipt of production data with each agency or organization, including but not limited to W-4'Files, tax reporting, miscellaneous deductions, collections/garnishments, direct deposit, and year to date balances, etc., and load it during the appropriate timeframe at the end of 2004.

Item 49. In the case of implementation slippage, the university will continue to utilize BOSP using our legacy system to perform the payroll function.

Item 50. The monitoring of limits is in place and managed by HR Benefits manager. The SCT Banner system allows for a rule to be established for benefit deductions to stop once they have reached a predetermined limit. This rule is established for all contributions to tax sheltered annuities,

deferred compensation, Optional Retirement Program, and for medical and dependent day care accounts. Banner software provides methods for establishing and maintaining deduction limits as the governing agency changes them.

Item 51. UWF intends to test interfaces and data feeds with vendors and agencies that currently receive university reports and data from the State Payroll System no later than the second quarter of 2004.

Item 52. Salary adjustments and cancellations - Overpayments to individuals shall be returned to UWF, and notification made to BOSP to adjust tax reporting. If necessary, the payroll clearing account utilized during the interim period can continue to be used to receive transfers from UWF to cover reissued warrants. In the event that BOSP is due funds from the university, the university will process a check to the BOSP.

Item 53. UWF intends to use SCT Banner to provide all payroll related functions currently performed in the FLAIR system.

8. Reporting and Data Requirements

Item 55. UWF intends to maintain an adequate working balance in our payroll clearing account and follow procedures pursuant to BOSP requirements to be provided in the Payroll Clearing Account Requirements document.

Item 56. Capital Improvement and Building Fees will be transmitted to DOE monthly.

Item 57. As part of Banner implementation, an Information Access sub-group has been formed to insure that departments will continue to receive the necessary data to perform day-to-day activities at Banner go-live. The group has met with all departments to determine data currently being used by the department and what is essential at go-live. The group has met with the other SUS universities using SCT Banner along with Department of Financial Services and Auditor General Staff to determine reporting needs for those constituencies.

Item 58. Information Technology personnel will build Interfaces to connect to our current Accounts Receivable, Billing and Receipts Legacy Systems.

Item 59. Vendor ID is provided in Appendix C, Item 5. Direct Deposit Information will be provided by May 15.

Item 60. Reporting will be sufficient to satisfy the requirements of the One Florida Initiative, as administered by the Office of Supplier Diversity.

Item 61. Operating Budgets (OB), Salary Category Detail File (SCDF) and Expenditure Analysis (EA) data requirements:

◆ **Operating Budgets (OB):**

2004-2005:

We will be able to use our legacy system (SAMAS) to pull the transactions from the 2003-2004 fiscal year and we will extract from Banner Finance the budget we will request for the 2004-2005 budget year. In extracting the data from Banner we will use crosswalks to make sure our data is in the format as required in the reports/files. All this information will be put in the report/file and we will use the edits in the program to make sure our data is in accordance to the requirements.

We will generate all the OB reports: Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F, Schedule 1, Schedule 1A, and Schedule III.

We will start testing this process in April 2004 and plan to complete by July 2004.

2005-2006:

We will map all the required elements in the report/file to our data tables in Banner Finance to extract the transactions needed for this file. We will have developed more advanced crosswalks to help us to be able to more easily identify and pull the needed information from Banner. We will also develop programs needed to extract data for the report/file as needed.

We will generate all the OB reports: Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F, Schedule 1, Schedule 1A, and Schedule III.

We will start testing this process in January 2005 and plan to complete by June 2005.

◆ **Salary Category Detail File (SCDF):**

First Six months of 2004-2005:

We will be able to use our legacy payroll system to pull the information for the required file at June 2004. We will continue to be on our legacy payroll system until December 31, 2004 and will have no problem extracting the data that is needed for our required report/file and being able to pass the edits in the programs.

We have already started identifying what elements will be needed in our Banner Human Resources (HR) to be able to match to the required specifications in the report/file.

Second Six months of 2004-2005:

We will map all the required elements in the report/file to our data tables in Banner HR to extract information needed for this file. We will have identified any crosswalks that will be needed and developed. We will develop programs if needed to help make this process easier.

We will start testing this process in October 2004 and plan to complete by January 2005.

◆ **Expenditure Analysis (EA):**

2004-2005:

We will be able to use our legacy system to produce the required report/file.

2005-2006:

We will map all the required elements in the report/file to our data tables in Banner Finance and HR to extract the transactions needed for this file. We will have developed more advanced crosswalks to help us be able to more easily identify and pull the needed information from Banner. We will also develop programs needed to extract data for the report/file as needed.

We will start testing this process in February 2005 and plan to complete by August 2005.

◆ **Crosswalks:**

We have already established crosswalks from our legacy SAMAS structure to the new chart of accounts in Banner Finance. As we continue with our testing and mapping we will expand the crosswalks and add additional crosswalks that will be needed to help us produce the reports/files.

◆ **Appropriate University Budget Staff:**

Our budget staff is on the implementation team for Banner Finance and HR. This includes involvement in testing transactions and verifying that the information put in the system is correct and able to be extracted. The budget staff has been heavily involved in the development of the chart of accounts to help insure that elements needed to produce the required reports/files will be easily identified or to identify that crosswalks will be needed to pull the needed information. In this implementation process, the budget staff is working with the appropriate Information Technology (IT) staff to develop the crosswalks and to identify early any programs that will need to be written.

◆ **Contingency Plan:**

In the event there are glitches in the financial transition, the budget staff will work with the IT staff to extract the needed data, develop additional crosswalks or write programs to extract the correct data. By the budget staff being on the implementation/testing team, this will allow time to identify problems and test for specific items to be able to produce the data for the required reports/files.

University of West Florida
Financial Management System Implementation/Transition Plan
Appendix C – Letters, Certifications and Authorizations

Included as separate attachment: Internal Audit Certification

62. Item 1. University Inspector General to provide written certifications over the course of the University's transition from FLAIR, as follows:

- With the submission of the Transition Plan to the Chief Financial Officer (CFO) of the state, certify that the various system components being implemented contain adequate internal controls, the implementation methodology provides adequate separation of duties and that the components will be able to provide BOE with the data required by the Legislature.

To be submitted as testing, review, and verification is performed:

Item 7. UWF will open SPIA accounts and provide Treasury with Direct Deposit information prior to May 15, 2004.

Item 8. Provide the CFO with appropriate direct deposit authorization forms to establish deposit for the periodic distribution of appropriated funds from BOE.

The university will determine the local accounts for the receipt of appropriated funds and provide the CFO with the necessary forms by May 15, 2004.

University of West Florida
Financial Management System Implementation/Transition Plan
Appendix D – Contact Information

1. Item 3 - Each university and the CFO will appoint respective devolution coordinators who will serve as the primary contacts between the two organizations during the transition process.

Janice L. Woody
Controller
University of West Florida
11000 University Parkway
Pensacola, FL 32514
jwoody@uwf.edu
Suncom: 680-3025
Fax: 680-3053

2. Item 9 - Provide to the CFO Transition Coordinator in writing, by June 1, 2004, the name of the custodian the University designates to receive and secure the electronic data to be provided by the CFO, Direct Deposit Section.

For Employees:
Billy Pollard
Assistant Controller, Payroll
University of West Florida
11000 University Parkway
Pensacola, FL 32514
wpollard@uwf.edu
Suncom: 680-3051
Fax: 680-3053

For vendors:
Bob Casey
Assistant Controller, General Accounting
University of West Florida
11000 University Parkway
Pensacola, FL 32514
rcasey@uwf.edu

Suncom: 680-3043

Fax: 680-3053

3. Item 10 - Each university will be responsible for designating in writing, by June 30, 2004 a contact in the event that an expense payment is returned.

For Employees:

Billy Pollard

Assistant Controller, Payroll

University of West Florida

11000 University Parkway

Pensacola, FL 32514

wpollard@uwf.edu

Suncom: 680-3051

Fax: 680-3053

For vendors:

Bob Casey

Assistant Controller, General Accounting

University of West Florida

11000 University Parkway

Pensacola, FL 32514

rcasey@uwf.edu

Suncom: 680-3043

Fax: 680-3053

4. Item 20 – The Prompt Payment Coordinator for UWF will be:

Janice L. Woody

Controller

University of West Florida

11000 University Parkway

Pensacola, FL 32514

jwoody@uwf.edu

Suncom: 680-3025

Fax: 680-3053

5. Item 59 – Vendor ID

59-2976783

UWF Board of Trustees
Finance, Administration and Audit Committee
February 20, 2004

Issue: Guidelines for naming opportunities

Proposed action: Approve

Background information:

On Nov. 7, 2003, the Board of Trustees Finance, Administration and Audit Committee endorsed the concept of revising guidelines for naming opportunities and asked that a joint committee representing the Board of Trustees and the Foundation Board be formed to review the guidelines.

That joint committee met on Dec. 11, 2003 to make revisions to the guidelines, which have been incorporated.

The university is currently operating under a 1995 presidential memorandum on naming opportunities.

Supporting documentation: Guidelines for naming opportunities

Prepared by: Keith Goldschmidt
850-474-2368

Guidelines for Naming Opportunities

It is the intention of the University of West Florida to honor and recognize outstanding support of the University through the naming of facilities, ~~endowed~~ scholarships, ~~and~~ fellowships, and other funds that support the mission of UWF. Naming recognition may be extended to individuals, families or appropriate organizations.

Role of UWF Board of Trustees and UWF Foundation, Inc. Board of Directors

Regarding guidelines for naming opportunities in recognition of financial support, advice and input will be sought from the UWF Foundation Board of Directors. Also, the UWF Foundation is encouraged to review these guidelines on an annual basis. Guidelines will be reviewed and approved by the UWF Board of Trustees.

Guidelines

The naming of a facility or a fund shall adhere to the following guidelines:

I. Naming Campus Facilities (Buildings, Parts of Buildings, or Other Spaces)

Relationship to Florida Statutes-

The naming of a building or other facility shall be in accordance with the provisions of Section 267.062, Florida Statutes:

1. Except as specifically provided by law, no state building, road, bridge, park, recreational complex, or other similar facility shall be named for any living person.
2. The division shall, after consulting with the Florida Historic Commission, recommend several persons whose contributions to the state have been of such significance that the division may recommend that state buildings and facilities be named for them.

General Policies

- ~~INSERT 1. and 2.~~
-
-
-
-
- ~~General Policies.~~
-

- Facilities may be named in recognition of outstanding service to the University and/or in recognition of significant financial support of UWF (based on current gift requirements s for naming a facility).
- Naming of a facility in honor of a living person requires the approval of the University President, the Board of Trustees, and the State of Florida. Legislative approval is sought after approval by the President and Board of Trustees.

~~—As a general rule, university facilities will not be named for current or former university employees, living or deceased. Exceptions to this general rule must be approved by the Board of Trustees.~~

Naming in Recognition of Outstanding Service

- The naming of any campus classroom, laboratory, conference room, reception area, or similar space based on outstanding service to the University requires approval ~~approval~~ by the University President and by the UWF Board of Trustees. The President is required to seek the advice of the Honorary Awards and Recognition Committee in considering nominations for naming a space in recognition of outstanding service.

Naming in Recognition of Financial Support

- The naming of any campus facility based on financial support requires approval by the UWF Board of Trustees only if the cost of the facility is \$1 million or greater, or if a corporate name is being considered for any facility. If the cost is less than \$1 million (and will not bear a corporate name), only, approval by the President of the University is required.
- In the case of facilities costing \$1 million or greater, the UWF Foundation, Inc. shall be required to certify that a charitable gift of sufficient magnitude has been received by the Foundation.
- A facility shall not be named in recognition of financial support until the minimum required amount has been received (a pledge is not sufficient).
- The UWF Board of Trustees reserves the right to deny the naming of a facility even when a sufficient charitable gift has been received.

II. Naming Major Campus Units (Colleges, Schools, etc.)

Policies

- Naming opportunities for major units of the University will be established by the UWF Board of Trustees. These opportunities shall include but not be limited to the naming of Colleges, Schools, Centers, and Departments.
- Approval by the UWF Board of Trustees and University President is required for the naming of any major unit. The President may (but is not required to) seek the advice of the Honorary Awards and Recognition Committee on these matters.
- A College, School, etc. shall not be named in recognition of financial support until the minimum required amount has been received (a pledge is not sufficient).
- The UWF Board of Trustees reserves the right to deny the naming of a College, School, etc. even when a sufficient charitable gift has been received.

Recognition.

~~—Upon the naming of a facility, the Vice President for Development or designee is responsible for planning and implementing appropriate recognition ceremonies.~~

III. ~~Additional.~~ Additional Naming Opportunities ~~\$1 million or greater, non~~

Policies.

- ~~Additional~~ Major naming opportunities ~~shall requiring a gift of \$1 million or greater will~~ be established by the UWF ~~Foundation, Inc.~~ Board of ~~Directors~~ Trustees. These opportunities shall include but not be limited to ~~scholarships, fellowships, chairs, professorships, and lectureships.~~

- ~~The President of the University or designee may approve the establishment~~ naming of scholarships, fellowships, chairs, professorships, lectureships, etc. The President may (but is not required to) seek the advice of the Honorary Awards and Recognition ~~Executive~~ Committee ~~on shall be sought in establishing guidelines for these matters~~ major naming opportunities.

- At the discretion of the President or designee, a named fund may be established in response to the initial gift toward a good faith pledge.

~~—Approval by the UWF Board of Trustees and University President is required for any major naming opportunity. The President may but is not required to seek the advice of the Honorary Awards and Recognition Committee on these matters.~~

- The President of the University or designee reserves the right to deny the naming of a scholarship, professorship, etc. even when a sufficient charitable gift has been received.
- Additional minor naming opportunities (e.g. name on a brick walkway, donor recognition plaque, nameplate on a theatre seat) may be developed and implemented by staff with the approval of the President or designee.

~~—In the case of facilities costing \$1 million or greater, UWF Foundation, Inc. shall be required to certify that a charitable gift of sufficient magnitude has been received.~~

~~—A facility shall not be named in recognition of financial support until the minimum required amount has been received (a pledge is not sufficient).~~

~~—The UWF Board of Trustees reserves the right to deny naming of a facility even when a sufficient charitable gift has been received.~~

III. ~~Additional Naming Opportunities (\$1 million or less, non-facilities)~~

~~Policies:~~

~~—Naming opportunities of \$1 million or less will be established by the UWF Foundation, Inc. Board of Directors. These opportunities shall include but not be limited to scholarships, fellowships, chairs, professorships, and lectureships.~~

~~—The President of the University or designee may approve the establishment of named scholarships, fellowships, chairs, professorships, lectureships, etc. in accordance with the policies established by the UWF Foundation. The President may but is not required to seek the advice of the Honorary Awards and Recognition Committee on these matters.~~

~~—At the discretion of the Vice President for Development or designee, a named fund may be established but not awarded in response to a good faith pledge.~~

~~—The President of the University or designee reserves the right to deny naming of a facility even when a sufficient charitable gift has been received.~~

~~—Additional minor naming opportunities (e.g. name on a brick walkway, donor recognition plaque, nameplate on a theatre seat) may be developed and implemented by staff without formal approval.~~

No gifts in kind!

Corporate?

Do matching gifts count???

Naming Opportunity	Minimum Gift From Donor <u>(MATCH DOES NOT COUNT TOWARD MINIMUM)</u>	COMMENT
CAMPUS FACILITIES		
Buildings	<u>At \$1 million but at least 25% of replacement cost</u>	<u>Requires Board of Trustees Approval</u> For existing facility, gift must be unrestricted <u>(e.g. to support overall University needs)</u> . For new facility, gift may be unrestricted or designated to construction costs.

Classrooms, Laboratories, Seminar Rooms, Conference Rooms, Offices, and Similar Spaces	\$25,000 minimum or 25% of replacement cost (which must represent at least \$25,000 from donor), whichever is greater	For existing facility, gift must be unrestricted. For new facility, gift may be unrestricted or designated to construction costs.
MAJOR UNITS (NON-FACILITIES)		REQUIRES BOARD OF TRUSTEES APPROVAL
MAJOR (NON-FACILITIES)		
Colleges	\$5 million	At least 75% of gift must go to endowment to support College
Schools	\$1 million	At least 75% of gift must go to endowment to support School
Departments	\$1 million	At least 75% of gift must go to endowment to support Department
Centers	\$1 million	At least 75% of gift must go to endowment to support Center
Programs (curricular or co-curricular)	\$250,000	At least 75% of gift must go to support Program
OTHER NAMING OPPORTUNITIES		REQUIRES PRESIDENT OR DESIGNEE APPROVAL
<u>Distinguished Endowed Chair</u>	<u>\$2 million</u>	<u>Endowment for projected full salary/support of Chair</u>
Endowed Chair	<u>\$1 million</u>	Endowment for salary/ <u>support</u> development of Chair
Endowed Professorship	<u>\$300,000</u>	Endowment for salary supplement/ <u>support</u> development of Professor
Term Professorship	\$200 K at \$40 K/year for 5 years	Term support for salary supplement/ <u>support</u> development of Professor
Endowed Lectureship	\$100,000	Endowment to support lectureship
<u>Endowed Library Fund</u>	\$50,000	Endowment to support Library
<u>Endowed Full Scholarship</u>	<u>\$100,000</u>	<u>Endowment to support projected full tuition scholarship</u>
Endowed Scholarship	\$20,000	Endowment to support student scholarship
<u>Term Scholarship</u>	<u>\$5,000 at \$1,000/yr. for five years</u>	<u>Term support for student scholarship</u>

UWF Board of Trustees
Finance, Administration and Audit Committee
February 20, 2004

Issue: Student housing feasibility study

Proposed action: None. Discussion only.

Background information:

The newest student housing facility opened in January, bringing the on-campus capacity to about 1,400 beds. A feasibility study is being conducted on the next project.

Vice President for Student Affairs Debbie Ford will update the committee on the status of that feasibility study.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368