

# Finance & Administration Forum/Discussion

## Agenda

- FY 2017-18 Budget/Year-End Closeout Process
- FY 2018-19 Budget Allocation
- Environmental Health & Safety
- Other Discussion/Feedback/Questions

# Finance & Administration Forum/Discussion Reminders

## Year-End Closeout

- Please review open purchase orders and invoices that are pending for payment.
- Target June 15<sup>th</sup> as the final date to submit invoices to Disbursement Services (State & Trust funds.)
- Respond to requests for information/action from Financial Services in a timely manner.
- Liquidate purchase orders as appropriate, in particular those that are 365 days old or no activity (*State & Trust.*)

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## **FY 2018 -19 Budget Management/Update:**

- State Budget allocation will be at 25% for non-salary accounts pending final/approved budget on or about September/October 2018.
- Trust Funds budgets: Templates will be sent no later than June 1, 2018; and due to budget on or before June 15, 2018.

## **Copiers:**

- Xerox multi-functional machines will default to Black and White Printing (*more information/updates and timelines to follow.*)
- Implement Xerox Secure Print function to decrease/eliminate requests for color desktop printers.
- Leverage use of the copy center for bulk printing (test papers, flyers, etc..)

# Finance & Administration Forum/Discussion

## Workplace Safety: Empowerment in Safety and Health

- The Safety and Health function has different levels of responsibilities; and belongs to everyone within the organization.
- Let us become leaders without titles, and be accountable – if you say you're going to do something, do it.
- Benefits > >> Compliance with Occupational Health & Safety Standards (OSH Act)
- Non-Compliance/Violations – Significant Penalties
  - ✓ Serious/Other than Posting Requirements - \$12,934 per violation
  - ✓ Willful or Repeated - \$129,336 per violation (source – OSHA.gov as of 1/2/2018)

# OSHA Recommended Practices



## 1. SET SAFETY AND HEALTH AS A TOP PRIORITY

Always set safety and health as the top priority. Tell your workers that making sure they finish the day and go home safely is the way you do business. Assure them that you will work with them to find and fix any hazards that could injure them or make them sick.

## 2. LEAD BY EXAMPLE

Practice safe behaviors yourself and make safety part of your daily conversations with workers.

## 3. IMPLEMENT A REPORTING SYSTEM

Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns without fear of retaliation. Include an option for reporting hazards or concerns anonymously.

## 4. PROVIDE TRAINING

Train workers on how to identify and control hazards using, for example, OSHA's Hazard Identification Training Tool.

## 5. CONDUCT INSPECTIONS

Inspect the workplace with workers and ask them to identify any activity, piece of equipment, or material that concerns them. Use checklists, such as those included in OSHA's Small Business Handbook, to help identify problems.

## 6. COLLECT HAZARD CONTROL IDEAS

Ask workers for ideas on improvements and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions.

## 7. IMPLEMENT HAZARD CONTROLS

Assign workers the task of choosing, implementing, and evaluating the solutions they come up with.

## 8. ADDRESS EMERGENCIES

Identify foreseeable emergency scenarios and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.

## 9. SEEK INPUT ON WORKPLACE CHANGES

Before making significant changes to the workplace, work organization, equipment, or materials, consult with workers to identify potential safety or health issues.

## 10. MAKE IMPROVEMENTS

Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

# Finance & Administration Forum/Discussion Reminders

- *Financial Managers Meeting Will alternate format bi-monthly.  
Optional Hands-On Training –Eller 103*
- February – Navigating Banner Finance – 17 individuals were in attendance
- April –Understanding Budget (Federal Funds / Contract & Grants -- +/- 20 individuals attended)
- **Future Sessions**
- June – Understanding Budget (State and Trust Funds)
- August – WebFocus

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FEEDBACK/QUESTIONS?