



Altogether Extraordinary...Sharing Solutions



April 25, 2018

2018 ADMINISTRATIVE LEADERSHIP CONFERENCE

**UNIVERSITY OF ILLINOIS SPRINGFIELD
PAC CONFERENCE CENTER
SPRINGFIELD, ILLINOIS**

APRIL 25, 2018

2018 Administrative Leadership Conference
Altogether Extraordinary . . . Sharing Solutions

April 25, 2018

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2018 Administrative Leadership Conference

ABOUT THE CONFERENCE

The theme of the 2018 Administrative Leadership Conference is “*Altogether Extraordinary . . . Sharing Solutions.*” The conference will be held on Wednesday, April 25, 2018 from 8:30 a.m. to 4:00 p.m. in the PAC Conference Center at the University of Illinois Springfield.

This leadership conference is sponsored by the Office of UIS Business Services with the purpose of providing departmental business managers and administrators with knowledge, resources, and networking opportunities to enable them to manage the challenges they face and pursue excellence in their roles at the University. The conference planning team defines professional excellence as:

- being proactive through forecasting and planning;
- being open to different ways of doing business and developing creative solutions to business problems;
- understanding one’s contribution to the success of the individual unit and the University as a whole;
- sharing best practices and methods through collaboration and networking;
- actively developing one’s professional career and the careers of staff members.

The primary goals of the conference include the following:

- to facilitate the sharing of best practices, new knowledge, tips, and tools that are relevant to business leaders and that can be passed to their staff members;
- to provide a forum for business leaders to share problems and concerns and develop possible solutions for some of the most challenging issues they face;
- to encourage networking and collaboration across units, departments, and schools/colleges;
- to recognize the importance of the work being done by this group of administrators and foster a greater sense of purpose and camaraderie.

We encourage you to take time at the end of each workshop, and after the conference, to complete the evaluations so that your feedback may further strengthen future conferences. We hope that you enjoy the conference!

CONFERENCE SPONSORS

Office of Business and Financial Services

Michael Bass, Senior Associate Vice President for Business and Finance

Janet Ford, Interim Director of UIS Business Services

2018 Administrative Leadership Conference

CONFERENCE COORDINATORS

David Byers, Associate Director of Performance Development, Office of Business and Financial Services

Cheryl Churchill, Assistant to the Director, UIS Business Services, Office of Business and Financial Services

Seth Yoder, Organizational Development Specialist, Office of Business and Financial Services

Deborah Allen, Visiting Organizational Development Specialist, Office of Business and Financial Services

UIS Planning Committee:

Erica Michael, Office of the Chancellor

Anna Schoenherr, Campus Recreation

Aaron Stewart, College of Education & Human Services

Rowena Vail, Capital Scholars Honors Program

SPECIAL THANKS

Special thanks to the following for donating items to the conference:

Chancellor Koch's Office

Athletics

Health Services

Student Union

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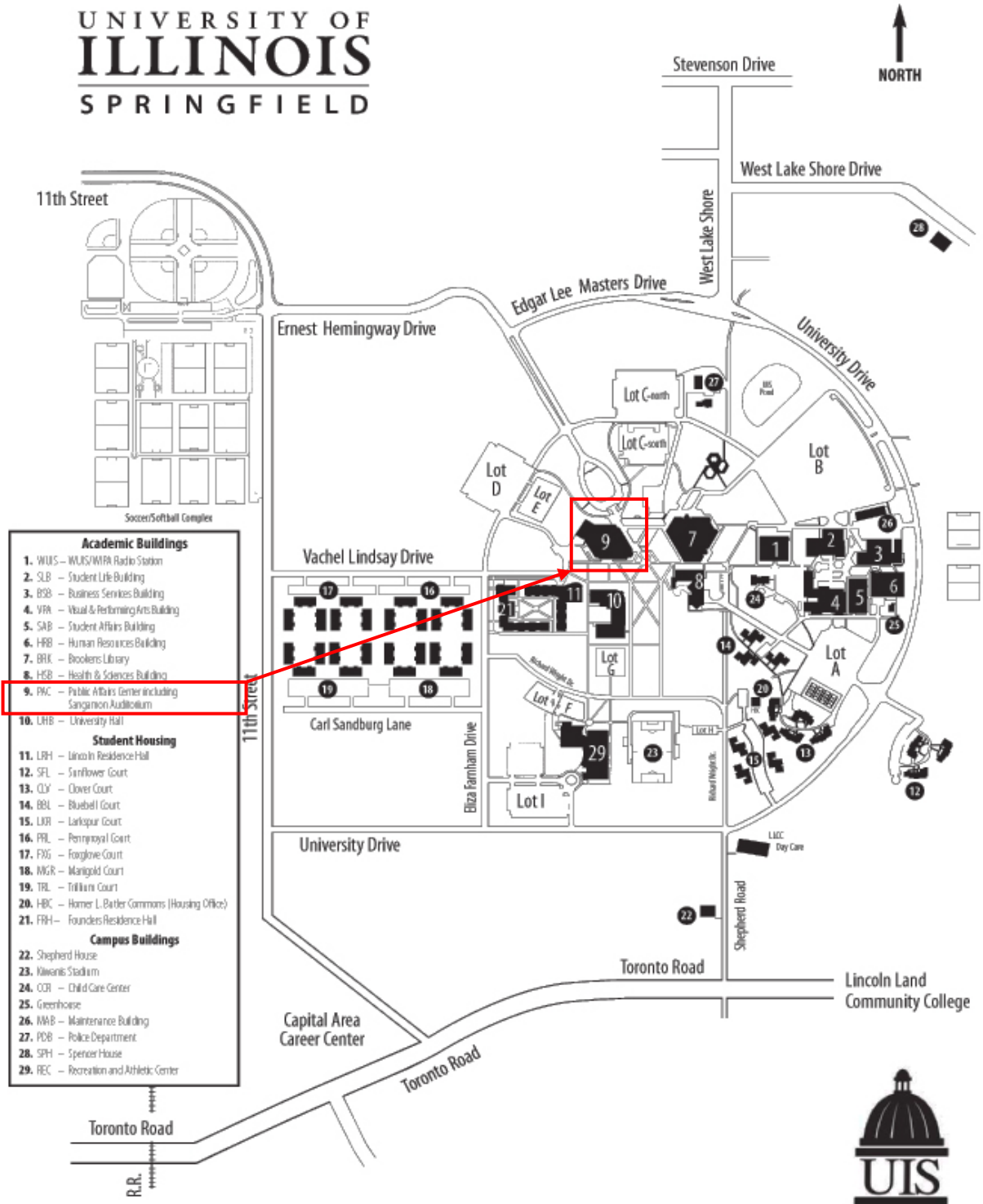
PROGRAM SCHEDULE AT A GLANCE

Wednesday, April 25, 2018		
8:30 – 9:00	Check-in / Continental Breakfast	PAC C/D
9:00 – 9:15	<ul style="list-style-type: none"> • Welcome and Opening Remarks – Janet Ford and Chancellor Koch 	PAC C/D
9:15 – 9:30	Break	Studio Theater Concourse
9:30 – 10:30	Workshop Session 1	
	The Bermuda Triangle of Leaves: Family and Medical Leave (R)	PAC E
	Tricks Behind the Reporting Tools (R)	PAC G
	Purchasing Methods (R)	PAC H
10:30 – 10:45	Break	Studio Theater Concourse
10:45 – 11:45	Workshop Session 2	
	Why Does it Matter What Type of Fund or Program Code I Use?	PAC E
	Navigating the Different HR Policies for Academic Professionals vs. Civil Service Employees	PAC G
	Special Payments and Expedited Payment Requests	PAC H
11:45 – 1:15	Lunch and Keynote Speaker – Executive Vice President & Vice President for Academic Affairs Barbara J. Wilson	PAC C/D
1:15 – 1:30	Break	Studio Theater Concourse
1:30 – 2:30	Workshop Session 3	
	The Bermuda Triangle of Leaves: Family and Medical Leave (R)	PAC E
	Payments to Vendors/Invoice Processing Tips for Submission and Tracking	PAC G
	Purchasing Methods (R)	PAC H
2:30 – 3:00	Dessert Break	Studio Theater Concourse
3:00 – 4:00	Workshop Session 4	
	Tricks Behind the Reporting Tools (R)	PAC E
	What is an Academic Professional? A Review of the State University Civil Service System's Revised Procedures for Exempting Positions from Civil Service and How this May Impact Academic Professional Positions	PAC G
	TEM: Good Habits and Helpful Hints	PAC H

(R) = Workshop is repeated during another session

2018 Administrative Leadership Conference

UNIVERSITY OF ILLINOIS SPRINGFIELD MAP



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WORKSHOP DESCRIPTIONS

Workshop Session 1 – 9:30 a.m. – 10:30 a.m.

THE BERMUDA TRIANGLE OF LEAVES: FAMILY AND MEDICAL LEAVE

Have you ever felt unsure of the steps you needed to take when an employee requested Family and Medical Leave (FML)? Do you know who should be requesting/receiving forms from an employee? What does University policy allow with FML? How does one manage intermittent FML? What about long-term disability leave? The Family and Medical Leave Act is an extensive and often confusing law. Is it any wonder you find yourself second-guessing your decisions? During this presentation, we will help clarify the “gray areas” of FML including: the general process of who handles the various steps of administering the leave, determining eligibility, how current University-based leaves interlace with FML, inclusivity of SURS disability, managing FML with current department operations and more!

Presenter:

- **Melanie Trimm**, Employment Services Manager, Human Resources
-

TRICKS BEHIND THE REPORTING TOOLS

Perhaps you're new to the University or maybe you've been using these reporting tools for years, but are you using their full potential? Join us to discover the tricks behind these tools - like how to schedule your monthly reports and create personal folders. Get the most from these tools: My-UI-Financials; ViewDirect; EDDIE; Business Objects.

Presenters:

- **Jason Bane**, Senior Business and Financial Coordinator, University Accounting and Financial Reporting
 - **Jerry Myers**, Functional Area Coordinator, Administrative Information Technology Services
-

PURCHASING METHODS

This workshop will cover the various purchasing methods and options available for developing contracts, how bids/RFPs are processed and when to use them, and how to determine which methods will work best for your procurement requirements.

Presenter:

- **Jill Menezes**, Director, Purchasing, UIS Purchasing

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Workshop Session 2 – 10:45 a.m. – 11:45 a.m.

NAVIGATING THE DIFFERENT HR POLICIES FOR ACADEMIC PROFESSIONALS VS. CIVIL SERVICE EMPLOYEES

Is there really a difference in how you apply policies to Academic Professional employees versus Civil Service employees? Is everyone eligible for overtime compensation? What kind of leave of absence options do I have?

Attend this workshop to get these questions answered as well as other information, such as:

- Differences between exempt and non-exempt employees
- Differences between Academic Professional, negotiated Civil Service, and open range Civil Service employees
- Leave of absence options beyond FMLA
- Reporting leave time appropriately

Presenter:

- **Melissa Mlynski**, Senior Director of Human Resources, Human Resources

WHY DOES IT MATTER WHAT TYPE OF FUND OR PROGRAM CODE I USE?

Aren't all fund codes and program codes basically the same? Can't I just deposit my money anywhere? Can't I just pay my expenses with any old C-FOP I have lying around? Unfortunately, the answer to all of these questions is a resounding NO! Come to this session to find out WHY there are differences between the types of fund codes and the types of program codes we use. We'll give an overview of fund accounting within the University environment as well as an overview of the NACUBO functions assigned to Banner program codes, and we'll explain why this is all so important to ensure proper stewardship of University resources and proper reporting on the University's financial statements.

Presenters:

- **John Laroe**, Director, University Accounting Services, University Accounting and Financial Reporting
- **Nicole Melander**, Assistant Director, University Accounting Services, University Accounting and Financial Reporting

SPECIAL PAYMENTS AND EXPEDITED PAYMENT REQUESTS

This session will provide instruction and advice on making special payment requests for PO-related payments and expedited payment requests in TEM.

Presenters:

- **Angela Bensyl**, Coordinator, Payment Operations, University Payables
- **Tammy Ziegler**, Coordinator, Payment Operations, University Payables

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Workshop Session 3 – 1:30 p.m. – 2:30 p.m.

THE BERMUDA TRIANGLE OF LEAVES: FAMILY AND MEDICAL LEAVE

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Presenter:

- **Melanie Trimm**, Employment Services Manager, Human Resources
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- **Jill Menezes**, Director, Purchasing, UIS Purchasing
-

PAYMENTS TO VENDORS/INVOICE PROCESSING TIPS FOR SUBMISSION AND TRACKING

This presentation will provide instructions on PO invoice submissions and how to track invoice payments in Banner. Also covered is how to determine if an invoice has been put on hold or rejected, and how to resolve the issue.

Presenter:

- **Angela Bensyl**, Coordinator, Payment Operations, University Payables
- **Daniel Menzies**, Business/Administrative Associate, University Payables

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Workshop Session 4 – 3:00 p.m. – 4:00 p.m.

WHAT IS AN ACADEMIC PROFESSIONAL? A REVIEW OF THE STATE UNIVERSITY CIVIL SERVICE SYSTEM'S REVISED PROCEDURES FOR EXEMPTING POSITIONS FROM CIVIL SERVICE AND HOW THIS MAY IMPACT ACADEMIC PROFESSIONAL POSITIONS

SUCSS recently updated its procedures manual in an attempt to more clearly define which positions should be exempt from Civil Service. Learn about this new definition and about new SUCSS procedures intended to address Academic Professional positions determined to be improperly exempted from Civil Service.

Presenters:

- **Melissa Mlynski**, Senior Director of Human Resources, Human Resources
 - **Melisa Hatch**, Human Resources Associate, Human Resources
-

TRICKS BEHIND THE REPORTING TOOLS

Perhaps you're new to the University or maybe you've been using these reporting tools for years, but are you using their full potential? Join us to discover the tricks behind these tools - like how to schedule your monthly reports and create personal folders. Get the most from these tools: My-UI-Financials; ViewDirect; EDDIE; Business Objects.

Presenters:

- **Jason Bane**, Senior Business and Financial Coordinator, University Accounting and Financial Reporting
 - **Jerry Myers**, Functional Area Coordinator, Administrative Information Technology Services
-

TEM: GOOD HABITS AND HELPFUL HINTS

This session will provide attendees with strategies for constructing efficient, complete ERs, and for avoiding the most common reasons for ER rejections.

Presenter:

- **Tammy Ziegler**, Coordinator, Payment Operations, University Payables
- **Rachel Santarelli**, Business/Administrative Associate, University Payables