

Business Administrator's Forum

March 26, 2014



WAKE FOREST
UNIVERSITY

Benson 401D | 10:30 am – 12:00 pm

Introduction of John Shenette, Associate Vice President Facilities & Campus Services - John will share his background and vision for Facilities & Campus Services

Presenter: John Shenette

Wake Forest Properties

Presenter: Ken Basch, Executive Director, Wake Forest Properties

Procurement News - Deacon Depot and Pcard Updates

Presenters: Michael Logan, Manager, Strategic Sourcing

Dawn Cadd, Procurement Card Administrator

Finance Website Feedback Forum

Presenter: Jennifer Rogers, Training & Communications Specialist



WAKE FOREST
UNIVERSITY

Welcome John Shenette

Wake Forest Properties

Presenter: Ken Basch, Executive Director, Wake Forest Properties



Tenants

- Pepsi
- Aon
- WFU - Information Systems, Financial & Accounting Services, Procurement

Approximately 500,000 square feet



Tenants

- BB&T
- Bellomy
- Campus Partners

Approximately
200,000 square feet



Approximately 60,000 square feet of retail space
Approximately 25,000 square feet of office space
Approximately 9,000 square feet of vacancies

30 SHOPS & RESTAURANTS



Apparel

BohoBlu
Gazebo
Gazebo Sales Store
J.McLaughlin
M.Christopher's
McCall's
Monkee's

Health & Wellness

European Touch Day Spa
Metabolic Effect
Pure Barre
Village Hair Designs

Art Etc.

Adornment Needlepoint
Linda Weaver's Studio
The Little General
Painters' Palette
START Gallery
Uncorked Masterpiece
Village Smith Galleries

Restaurants & Other Food

Black Mountain Chocolate
Crown and Cork, Beer & Wine Studio
Gourmet Olive Branch
Pane e Vino
Silo Deli Wine & Cheese
Village Tavern

Home Furnishings

All Through the House
Belle Maison
Nekkid Dave
Toad Hall

Other

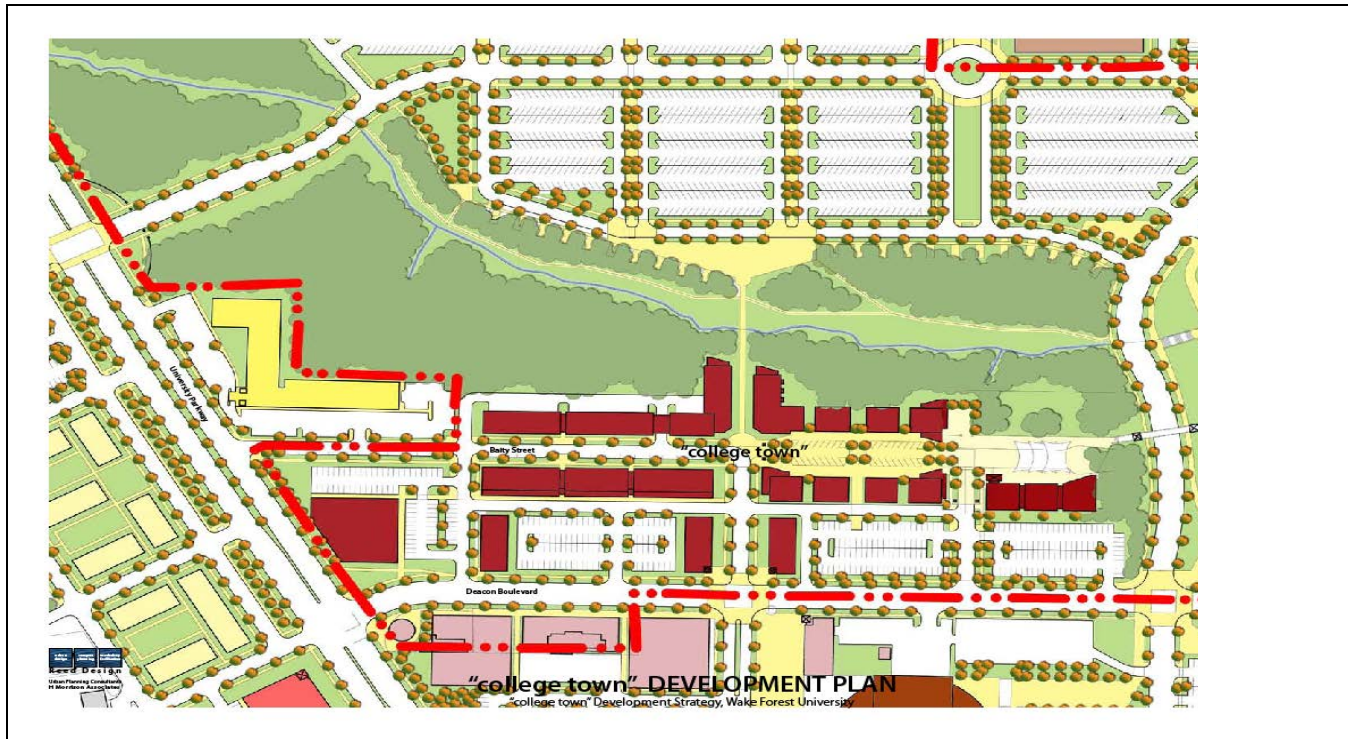
K-9 Doggie Bakery & Boutique
Present Company
Toad Hall



20 Buildings on Reynolda Road & Henning Drive
32 Office Tenants
Approximately 4,000 square feet of vacancies



28 Rental Houses for Graduate Students
114 Bedrooms for Graduate Students



Tenants

- Last Resort
- Red Hot & Blue
- WFU Athletics
- Moore Self Storage

Procurement News

- **New Supplier Payment Terms**
- **Deacon Depot**
- **Pcard**

*Presenters: Michael Logan, Manager, Strategic Sourcing
Dawn Cadd, Procurement Card Administrator*

- Procurement Services has negotiated discounts with several suppliers for University and personal use.
 - Some of the commodities negotiated are:
 - Air and Group Travel
 - Apple Products
 - Cell Phones
 - Hotel & Lodging
 - Be sure to review the entire list of commodities at:
<https://sites.google.com/a/wfu.edu/wfu-contracts-and-commodities/>
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Newly Enabled Suppliers:

- Storr Office Environments (furniture)
- American Hotel Register (hospitality and education supplies)

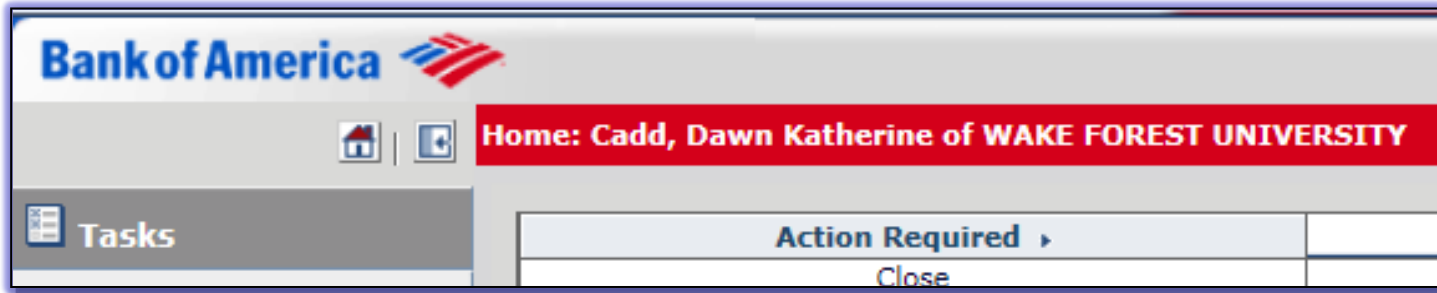
Coming Soon:

- Krueger International (KI) (furniture)
- Genesee Scientific (scientific supplies)

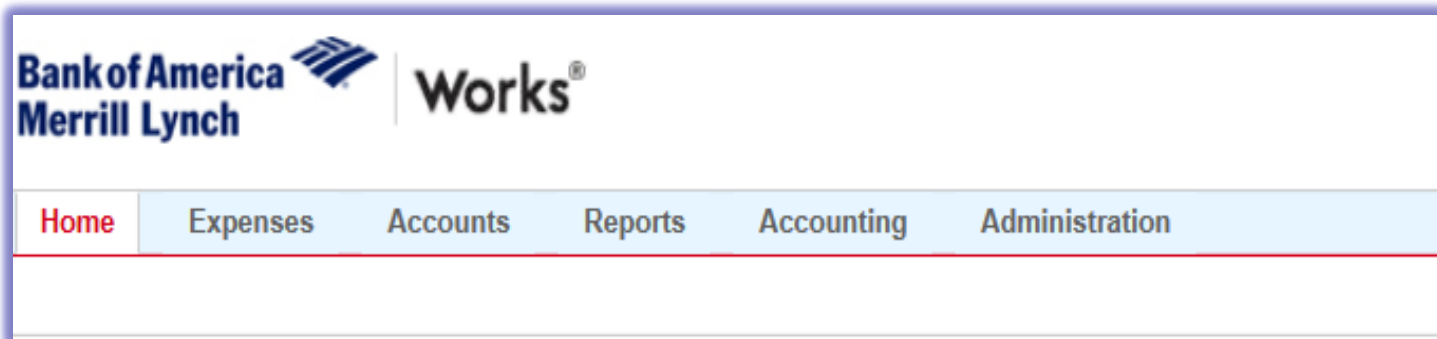
<http://deacondpot.wfu.edu/>

Procurement Services helpline: 758-UBUY

Old interface available until December 31, 2014



New! Interface available to everyone *now*



- 55 users
- Using new interface in monthly PCard training
- Detailed user guides are available and are being distributed at training
- Feedback has been very positive
- Looking for volunteers, specifically in academic areas

Next group training is this Friday, 3/28th
2-3:00 pm at the UCC. Details on PDC.

- Establish specific process within your department
 - Train your cardholders to plan ahead
 - Review transactions – Really
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Finance Website Feedback Forum

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