

Campus Finance Representative Group

March 28, 2012



WAKE FOREST
UNIVERSITY



- **April and May Session Plans**
- **Information Security Update: Encryption and Record Retention/Disposal Initiatives**
Presenter: Joel Garmon
- **Human Resources and Payroll Technology and Initiatives Update:**
WF@Work, NovaTime Timekeeping, Electronic Personnel Action Form
Presenters: Gary Willis and Cathy Dillingham
- **Finance Initiatives: Supplier Electronic Payments Program and Employee Reimbursements Going Direct Deposit**
Presenter: Brandon Gilliland
- **Deacon Depot Update**
Presenter: Michael Logan
- **University Stores Update**
Presenter: Buz Moser



Time: April 25th from 2:00 to 4:00

Location: TBD

Topics:

- **"An Industry Briefing for Campus Finance Representatives"**

Presenters: PricewaterhouseCoopers higher education practice

- **FY13 Budget Update**

Presenter: James Shore

- **Campus Finance Reporting Initiative Update**

Presenter: Nathan Anderson

Providing you real time insight and perspectives

PwC and Wake Forest University learning sessions



PricewaterhouseCoopers LLP (PwC) and Wake Forest University is pleased to offer a special professional development session for department and school finance representatives and administrators entitled

“An Industry Briefing for Finance Representatives”

The session will be an interactive discussion facilitated by John Mattie, PwC National Higher Education Partner-in-Charge and will focus on the following:

- I. Current Higher Education Climate
- II. View of the Federal Regulators and Areas of Focus
- III. How can institutional finance representatives respond
 - Priority areas of Fiduciary/Control Focus
 - Lessons learned from others
- IV. Industry practices at other institutions
- V. What the future may hold? How might finance representatives be impacted?

Please RSVP to Amy Ciaccia at ciaccia@wfu.edu, or via phone at [336.758.5233](tel:336.758.5233).



Time: May 16th from 2:00 to 3:30

Location: USB PDC Classrooms

Topics:

- **Fiscal Year 2012 Closing Procedures and Update**

Presenters: Financial Accounting & Reporting Team

- **Mail Services**

Presenter: Dave Pitts

- **Procurement Services and Office Depot**

Presenter: Mary Cranfill

- **CFR Group Development Planning**

Facilitator: Sharon Anderson



WAKE FOREST
UNIVERSITY

CFR Meeting

Information Security Update

Joel Garmon
Director Information Security

garmonjs@wfu.edu

758-2972



- Document Retention
 - Why Document Retention
 - Current Status
 - Approach
 - Next Steps
- Laptop Encryption



Why Document Retention

- Costs
 - Storage
 - Loss of documents with sensitive information
 - Litigation – having documents can work for or against you
- However, the big driver
 - Revised IRS 990 required a YES/NO on whether WFU has a policy
 - "A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records. "
 - WFU checked 'YES'



- Policy has been approved by BOT
- Identified potential University-wide owner for implementation
 - Joel Garmon, Director of Information Security
 - Will work with IT Executive Council, IT Partners' Council and other impacted departments/committees to communicate and set standards
 - Each department will own meeting the document retention policy with assistance from Joel



Phased Approach

- Focus on paper documents first
 - Per the policy, identify a Records Management Coordinator per department or other area requiring to maintain records
 - Develop a records retention schedule tailored to WFU
 - Inventory or identify the types of documents for retention
 - Destroy all documents not meeting the retention schedule
 - From experience with Advancement, approximately 62% of paper documents destroyed
 - Develop processes to insure compliance
- Electronic documents in second phase
 - Scan paper documents to reduce storage and improve search capabilities
 - Workflow capabilities to improve efficiencies and reduce paper



Next Steps

- Approval for this approach from Cabinet
- Communicate to impacted departments
- Implement phased approach
 - Paper documents first
 - Determine need and approach for electronic documents



- Legally required to protect
 - Social Security Number
 - Other personally identifiable information such as driver's license
 - Student records (FERPA)
- Contractually required to protect
 - Credit card number
 - R&D information under contract



- Business information
 - Financial
 - HR related
 - Salary
 - Intellectual property
 - R&D
 - Patents
 - Trade Secrets

Many laws require notification to government agencies and impacted individuals for loss of



Laptop Encryption

- Pilot already complete
- Phased roll-out starting 4/9 to encrypt IS laptops
- Only encrypting staff first, then faculty
 - Students not included at this time
- Many laptops already encrypted
 - Will re-encrypt using the new method
 - More secure and maintainable by IS

Questions?



WAKE FOREST
UNIVERSITY

Human Resources and Payroll Technology Initiatives and Update

Presenters:

Gary Willis

Cathy Dillingham



Finance Initiatives

- **Supplier Electronic Payments Program**
- **Employee Reimbursements Going Direct Deposit**

Presenter: Brandon Gilliland

Deacon Depot



WAKE FOREST
UNIVERSITY

Benson Center 401B | March 28th, 2012



Update

- Roll Out September 2011
- Phased in approach
- 12 departments currently active
- 10 supplier catalogs enabled



Transition

- Some hiccups with order verification
- Procurement services is reviewing ALL orders on a daily basis to ensure each order has been processed.
- Help Line – 758-UBUY (8289)



Success Stories

- Deacon Depot has ensured all departments are getting WFU contracted price
- 1st University in the U.S. to have Lowe's Home Improvement catalog enabled within e-procurement system (Deacon Depot)



Next Steps

- **I am serving as Deacon Depot Roll Out Coordinator (D-ROC)**
- **Roll Out Team established**
- **Department Implementation - 4 Step Process**
 - Kick Off Meeting
 - Business Process Review Meeting
 - Training
 - Go Live



Summary

- Roll Out team will guide departments through the entire process
- We want Deacon Depot to be a positive experience for all!

University Stores

(In 15 minutes!)

- Our Website
- Topics of Significance
 - What we do and how we're doing
 - Initiatives (Recent)
 - Initiatives (Current)
 - Initiatives (On the Horizon)

- What we do and how we're doing
 - Biggest of Smallest (or vice versa)
 - Market Share
 - Student Savings
 - *Facebook* "Friends" (+*Twitter*)
 - Interwoven into WFU Community
 - Hit the Bricks
 - Hanes Mall Deacon Shop
 - Travel Trailers
 - Athletic Events

- Initiatives (Recent)
 - Apple on Campus
 - *VERBA*
 - CRM
 - Bed, Bath & Beyond
 - Student Loyalty Program
 - Music City Bowl and CLT MBA

- Initiatives (Current)
 - Customer Service Survey (On-Line)
 - Course Material Rentals
 - Faculty Course Material (Requests)

- Initiatives (On the Horizon)
 - Remote Vending Opportunities
 - Expanded Technology Section
 - Initiatives Thru Ad Hoc CCM
 - “Campus Marketplace”
 - Collegiate Retailer of the Year