

## What's New . . .

January 2025

### Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, March 6, 2025. Invitations have been sent out.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: [Heather Kotsybar](#). We would love to hear about best practices in your area, which may also help others.

### Budget Office

FY26 contractual increases and capital expense request forms were sent out to all business managers last month. As a reminder, final submissions are due by the following dates:

Contractual Increases (all departments) – Due January 10th, 2025

Capital Expense Requests (Provost Departments) – Due January 15th, 2025

Capital Expense Requests (Non-Provost Departments) – Due January 31st, 2025

Non-provost departments, please send completed forms to the Budget Office [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu) and provost departments please send completed forms to Stacey Harrington [stacey.harrington@slu.edu](mailto:stacey.harrington@slu.edu).

Business managers, please be on the lookout for upcoming communications on a new budgeting tool called Adaptive that the budget office is planning to go live next spring. Training on this new tool should start early next year. More information to come soon!

### Business Services

#### MBI Account Manager

Effective this month, Nancy Shaefering will be SLU's main point of contact for furniture inquiries at MBI (Modern Business Interiors). Terry Yuede will also still work with MBI and SLU, but on a more limited basis. You can reach Nancy at:

Email: [nschaefering@mbioffice.com](mailto:nschaefering@mbioffice.com)

Direct Phone: 314-704-0698

Here is a list of SLU's preferred furniture vendors: [Preferred Furniture Vendors](#).

For any other questions regarding furniture purchases, please contact Jessica Winet-Fleer at [jessica.winETFleer@slu.edu](mailto:jessica.winETFleer@slu.edu).

## Controller

### **Accounting**

Congratulations!

After over 38 years of service to Saint Louis University, the Director of Accounting, Karen Wamhoff, will be retiring February 7th. Karen started at SLU right after she graduated and has stayed with the University since. She has continually been promoted through the organization and was promoted to Director 4 years ago. She is a wealth of knowledge for all things SLU. After retirement she plans on continuing to work part-time to help with the transition. She is excited to have more time to visit her sisters in Chicago and Colorado and spend more time with her mother.

Kirsten Miller has been promoted to become Accounting Director. Kirsten just celebrated her 10th anniversary with SLU. Please stop by or send a message and congratulate Kirsten!

Welcome to the team, Gene Cherry as *Senior Accountant*.

Gene comes from Myrtle Beach, SC but grew up in Crystal City, MO. He was in the Navy for six years down in Jacksonville, FL. While in the Navy he met his wife, Barbara (11 years this May), in Valdosta, GA while she was in the Air Force. They have two boys, David and Paul, 7 and 6 respectively.

Gene graduated from Auburn University with a bachelor's degree in mathematics and Liberty University with a master's degree in accounting and just earned his CPA license in the Fall of 2024.

Gene's family enjoys traveling, going to the movies, and eating out occasionally. One of his wife's favorite restaurants are Guido's Pizzeria & Tapas and Zia's on The Hill. We are always looking for new

recommendations. One interesting thing is that Gene has a picture of his oldest son and himself with Ozzie Smith while he was in Myrtle Beach for a baseball camp.

## Risk Management

Risk Management and Insurance, in collaboration with the Office of General Counsel and the Contract Management Office, has updated the insurance language in the Standard Services Agreement (SSA) to better align with best practices and safeguard the University more effectively. You will now find the revised SSA in Agiloft when selecting the contract type.

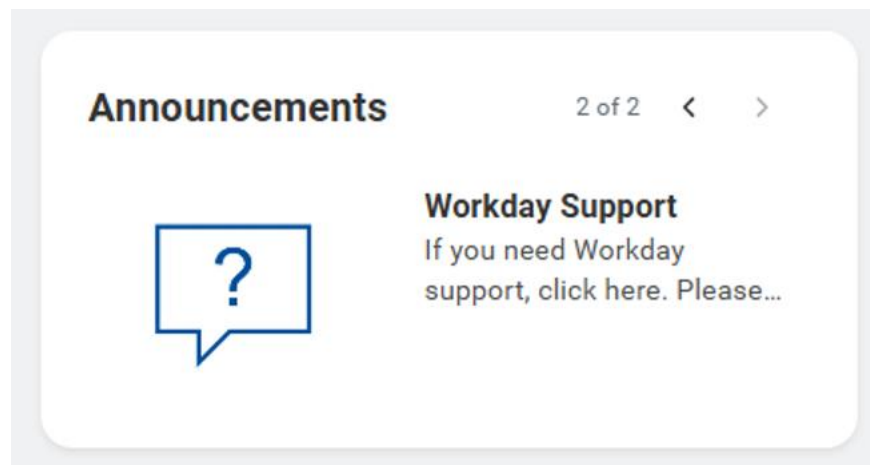
If you have questions about these changes or need assistance with a contract's insurance limits, please contact [riskmgmt@health.slu.edu](mailto:riskmgmt@health.slu.edu).

## Workday Financials

### Workday Reminders:

As a reminder, the sourcing buyer no longer needs to be added on grant-related purchase requisitions, unless the sourcing buyer is **different** than the post-award reviewer (specialist).

Accounts Receivable contact information ([accountsreceivable@slu.edu](mailto:accountsreceivable@slu.edu)) has been added under the Workday Support contact list on the Workday homepage under Announcements.



As a reminder, you can find a full list of email groups for Workday Support under the Announcements section. Can't find what you're looking for? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu).

## Workday Accounting Structure Updates:

### New Cost Center:

D744 Master of Science in Medical Science (MSMS)

### New Contract Custom Orgs:

Student Health Services Agreement with SSM Health Care Group d/b/a SLUCare Physician Group

IM Gastroenterology Hepatology

Herrmann Center for Innovative Catholic Education

IDX - Miscellaneous Revenue

Haven House Lease

Cor Jesu - ASBRH Services

Interest

## Office of University Compliance & Ethics



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found on the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>