Topic: Training and Development       Presenter: Doug Samuels

The Office of Organizational Development and Consulting Services has three functions, Onboarding, Ethics and Organizational Development. Attached is a flyer highlighting our services and contact information. Also attached is an announcement of Employee Learning Week being held December 1-5, 2014. Our office offers a number of certificate programs including the Office Professional and Manager. Coming in 2015 are a Business Manager’s Certificate, Leadership Certificate, Advanced Leadership Certificate and GSU Leadership Academy.

Topic: International Travel       Presenter: Kike Ehigiator

The U.S. Department of State maintains a list of countries deemed ‘Travel Warning Countries’. When booking travel to these countries, there is a process to follow. There is also a process to follow when inviting International Visitors. Both are detailed in the attached document. Airfare to countries on the warning list will not be able to be booked through travel.gsu.edu.

Topic: Employee vs. Independent Contractor       Presenter: Jean Pearson

Effective 1/1/2015 Personal Services paid via Spectrum will be limited to $4,999.99 per calendar year without a contract. There will be a new form forthcoming from Legal before we leave on winter break. Travel – Any miscellaneous expenses greater than $24.99 require a receipt. Disbursement recommends that you get receipts for all miscellaneous expenses.

Topic: PO Processing & Payment Request Forms       Presenter: Jean Pearson

Thank you for entering your receipts! That has really cut down on inquiries from vendors and improved the timeliness of payments. Don’t forget to run your fully invoiced reports in Panther Mart to see which invoices are waiting on Receipts. Reminder, PO’s that contain assets must also be received by Property Control. Email tmdavis@gsu.edu or for large items that were delivered directly to the department you can also put in a comment in Panther Mart directed to tmdavis@gsu.edu with the asset information.

Topic: Total Supplier Manager (TSM)       Presenter: Karmen Milton

370 vendors have been successfully loaded via TSM. Some vendors don’t respond to the request to register. Their response is important for state and federal compliance and their registering of NIGP codes for products they offer also help when you are searching for products in Panther Mart. Let vendors know that they will be getting an email from support@sciquest.com to register. For vendors who need to speak to someone on the phone, they can call Purchasing’s main number 404-413-3150.
Attached is a sample email that vendors can expect to receive. The weekend of November 1st, a Panther Mart upgrade will allow Purchasing to send reminder emails for vendors who’ve not yet responded.

Employee and Student Suppliers are not loaded via TSM. Chris Hawkins, Frankie Dumas and Sonia Tharpe are all members of the Supplier team and can be reached at suppliers@gsu.edu or 404-413-3150.

Printing – as of 7/1/14 printing is no longer exempt from the bid limit of $25,000. There is a statewide convenience contract with RR Donnelly.