



CAMPUS PARTNERS



AS OF MARCH 2020, THE CAMPUS PARTNERS TEAM HAS BEEN RESTRUCTURED TO BETTER SERVE THE NEEDS OF ITS GROUPS AND THE DU COMMUNITY.

Ashley Blumenauer, formerly a Business Officer I, has been promoted to Manager of Business and Operations. Since moving into her new role, Ashley has transitioned from spending her time on the day-to-day email responses to having a larger focus on budget, training, and data analytics. She focuses heavily on current and future-year budgets and has recently trained the team's newest members while also using that time to evaluate future training tools and resources. Ashley also monitors the distribution of work and scope of areas covered within the Campus Partners group.

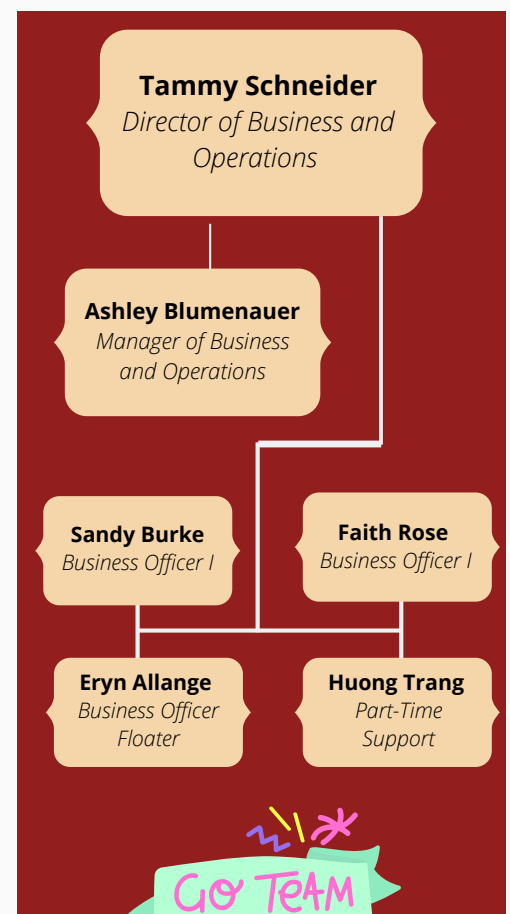
With Ashley moving into her Manager role, Business Officer I **Sandy Burke** is the contact for all things labor-related. Her responsibilities include benefited and non-benefited hiring, separations, job and position changes, payroll-related questions, position budget forecasts, and other HR related topics.

Alongside Sandy, **Faith Rose** has joined the team as a Business Officer I. Faith will now be taking the lead on procurement and AP transactions. She will also help units who are trying out new program models that involve a non-tuition-based revenue stream. Before working at DU, Faith was the Assistant Director of Finance for Executive Education at Southern Methodist University (SMU) and was also a Program Manager at SMU. She moved back to Colorado in 2016 and worked remotely for the last few years. If you're looking for a work-from-home champion, Faith's got that covered!

Huong Trang will continue in her part-time support role, which includes reviewing Pioneer Travel and Expense reports, helping with AP and procurement transactions, and helping with other transactions as needed. Huong also supports other areas of Shared Services as time permits.

CONTACTING THE TEAM

Though the University's non-essential operations are now remote, the Campus Partners team is still easily accessible through campuspartners@du.edu. All members of the Campus Partners team prefer to receive communications through the central email address and monitor the inbox daily.



Introducing the Business Officer Floater Position

THE BUSINESS OFFICER FLOATER ROLE IS DESIGNED TO SUPPORT TRANSACTIONAL WORK IN DEPARTMENTS WHERE THERE IS A NEED (I.E., EMPLOYEE TURNOVER, LEAVES OF ABSENCE, ETC.) TO KEEP BUSINESS PROCESSES RUNNING SMOOTHLY AND TO PREVENT A SIGNIFICANT BACKLOG OF WORK.

Our Business Officer Floater, **Eryn Allange**, has been working for DU since 2018, previously as a Lead Shared Services Specialist. Eryn can support departments with hiring, payroll inquiries, contracts, invoices, journal entries, and Pioneer Travel and Expense reports and approvals. She can also assist with transactional training for new hires.

Currently, Eryn is supporting Leanne Bokinskie in the Daniels College of Business by handling HR processes and Pioneer Travel and Expense approvals. She is also assisting the Colorado Women's College with invoices and payments.

If a department is interested in utilizing the Business Officer Floater position, they will set up an agreement with Campus Partners outlining the hours they will need each week and the duties assigned. Any hours that Eryn works for a department will be recharged to them at a set hourly rate. For further details, please see the Campus Partners Business Officer Floater Description, located in the Budget and Business Processes Canvas course, or contact Tammy Schneider, Director of Business and Operations, SSC.

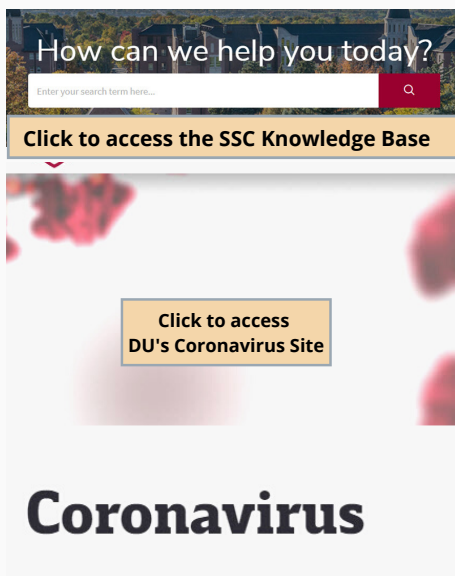
Discretionary Spending Update

All units are expected to reduce non-salary expenditures, including, but not limited to: contracts, service or consulting agreements; computer, office and laboratory equipment; renovations; furniture; travel; meetings and conferences.

Any expenditure of University funds (including base budget and gainshare) greater than \$2,500 will require pre-approval. Please initiate the process for pre-approval by contacting Tammy Schneider. When considering the necessity of an expense, please consider whether the expense is necessary to keep the University functioning as usual.



Shared Services is now only processing physical check and direct deposit payments once a week on Wednesdays.



Additional Resources

The Shared Services Contact Center can still be reached through sharedservices@du.edu for PioneerTime and Pioneer Travel and Expense inquiries. The Shared Services Knowledge Base is also being updated regularly with any modifications to policies and processes in this time.

With the Administrative Offices Building closed to non-essential employees, all new hires will receive an email from Employment Specialist Sina Good instructing them on how they can complete their I-9s remotely.

For COVID-19-related updates, please be sure to monitor the University of Denver's Coronavirus site and keep an eye out for emails from the Provost Office for the most up-to-date University-wide updates.