Business Administrator’s Forum

March 26, 2014

Wake Forest University
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
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
# Reynolda Village

## Shops & Restaurants

### Apparel
- BohoBlu
- Gazebo
- Gazebo Sales Store
- J.McLaughlin
- M.Christopher’s
- McCall’s
- Monkee’s

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

### Health & Wellness
- European Touch Day Spa
- Metabolic Effect
- Pure Barre
- Village Hair Designs

### Home Furnishings
- All Through the House
- Belle Maison
- Nekkid Dave
- Toad Hall

### Art Etc.
- Adornment Needlepoint
- Linda Weaver’s Studio
- The Little General
- Painters’ Palette
- START Gallery
- Uncorked Masterpiece
- Village Smith Galleries

### 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
Graduate Student Housing

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/
Deacon Depot Update

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://deacondepot.wfu.edu/
Procurement Services helpline: 758-UBUY
New! Works Interface

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.
Violation Avoidance

• Establish specific process within your department

• Train your cardholders to plan ahead

• Review transactions – Really
Finance Website Feedback Forum

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