

CAMPUS BUSINESS OFFICERS

August 8, 2013

President's Conference Room

Second Floor, Sikes Hall


The Campus Business Officers Group met on Thursday, August 8, 2013, at 8:30 a.m. in the President's Conference Room, second floor, Sikes Hall. Present: Charles Tegen, presiding; Tony Dickerson, Student Affairs; Regina Taylor for Christina Bedenbaugh, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson, Research; Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Kim Bodiford for Todd Barnette, Facilities; Harriett Murphy for Regina Carroll, Health, Education & Human Development; Graham Neff, Athletics; Melissa Kelley, Public Service Activities; Tammy Crane, Cooper Library; Chris Wood, Academic Affairs; and Cathy Tillett, Director Internal Audit. Absent: Katherine Dobrenen, CCIT; Erin Thomas, President/Board/Finance; and Mike Sulhan, Advancement.

Staff present: Steve Crump, Associate Comptroller; Roberta Elrod, Director, Grants & Contract Administration; Scott Pigeon, Procurement; Kathy Dively, Office of VP Finance & Operations; Ami Hood, Payroll Director; John Mueller, Customer Service-Human Resources; Karen Robbins, Director, Student Financial Services; Maria Toelle and Michael Nixon, Internal Audit.

I. Welcome & Introductions (Charles Tegen)

Charles Tegen called the meeting to order and welcomed those present. He noted there were some new faces in the group and asked that everyone introduce themselves for the benefit of the newcomers. Attention was then directed to the first agenda item.

II. iROAR Follow Up (Karen Robbins)

iROAR  went live July 20. SRBs are now showing up in the ledger. The Banner team is working with Steve Crump's area to correct the journal entries. Numbers will fluctuate from now to the last day to add a class. There are still a lot of students that have to register. Business officers can currently see lab fees in their areas when typically they were not available until late October or November. Lab fees will also continue to fluctuate as students drop or add labs. Lab fees will stabilize around September 3 because that is the last day to drop a lab and get a refund. Karen is working on getting basic information for business officers on daily transaction codes and she is also working on Lab Fees & Reporting. Attachment 1 is a mock up of how the information would look at a departmental level and a course level. She will follow up at the September meeting.

Charles Tegen cautioned the business officers that numbers will not be final until after September. August will close before the September 3rd day for lab refunds.

III. FY14 Audit Plan (Cathy Tillett)

The FY2014 Internal Audit Plan (Attachment 2) was distributed to business officers. The Audit Plan was approved by the Board of Trustees at its July meeting. The Plan has two categories:

1) Annual Audits/Consulting, and 2) Audits for FY2014. Budget Centers are listed to the left of each proposed audit. Cathy noted that some audits will require data from across campus and

business officers will be called on to provide the information for the audits, i.e., endowments, pre-collegiate programs, grants & contracts, payroll, procurement, etc.

IV. Procurement Update (Scott Pigeon)

The Procurement Update is posted at: <http://www.clemson.edu/cfo/procurement/> under the Announcements section on the left hand side of the screen. Items covered are: 1) Contracts / Processes Currently Being Worked On: Gift Card Punchout, MPS, WeCar for Department Use, Enterprise Contract Renewal; 2) Promotional/Novelty Products Contract; 3) Paying Students/Vendors; 4) Staples Rebates; 5) Travel Program Assessment. See Attachment 3 for details on these items.

V. Other Matters

Economic Impact Development (Kathy Dively) Brett Dalton has requested that Kathy update the information in the economic impact development report. It was last updated in 2010. Rob Carey at the Strom Thurmond Institute runs the model for the economic impact. Kathy is asking for help in classification of the departments into off campus location. She needs assistance from business officers to make the judgment call on these classifications. She has sent one email to business officers requesting this information and only heard back from HEHD. After her meeting with Rob today she will send another email to business officers. She needs the information in the next week.

Year End (Charles Tegen): Business officers should contact Charles or Steve if they are aware of anything that would have a significant impact on the audit. Charles will be sending the letters out to the business officers in the next couple of weeks.

External Auditors (Steve Crump): The external auditors will be on campus the week of August 19th. They may likely request additional information from some areas.

Internal Audit (Cathy Tillett): The Internal Audit office will be relocating to office space in downtown Clemson (same space where HR was located). The moving date is August 23rd.

There being no further business, the meeting was declared adjourned at 9:10 AM.

Approved: Charles Tegen
Comptroller

Attachments