

CAMPUS BUSINESS OFFICERS
September 8, 2011
201 Sikes Hall

The Campus Business Officers Group met on Thursday, September 8, 2011, at 8:30 a.m. in 201 Sikes Hall. Present: Virginia Baumann, presiding; Michelle Bright, Advancement; Kay Shaw & Melissa Kelley, Public Service Activities; Katherine Dobrenen & Amanda Powell, CCIT; Tony Dickerson, Student Affairs; Larry Dooley, Christina Bedenbaugh & Barbara Bass, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Gayle Kelly, Research; Chris Wood, Academic Affairs; Tammy Crane, Cooper Library; Larry Crawford for Cathy Tillett, Director Internal Audit; Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Kim Bodiford for Todd Barnette, Facilities; Regina Carroll, Health, Education & Human Development. Absent: Katie Hill and Sharon Littlejohn, Athletics.

Others present: Charles Tegen, Comptroller; Steve Crump, Associate Comptroller, Mike Nebesky, Procurement Director; Michelle Piekutowski, CHRO; Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Ami Hood, Payroll Director; Phyllis Dunne, Cash & Treasury Services; Beverly Leeper, Comptroller's Office; Lisa Knox, REPI; and Amy Madden and Kathy Dively, CFO's Office.

I. Welcome & Introductions (Virginia Baumann)

Virginia Baumann called the meeting to order. She informed the group that Kay Shaw is retiring the end of the month so this is her last meeting with the group. She also welcomed Dr. Larry Dooley, College of Engineering and Science, to his first meeting with the group.

II. HR Update (Michelle Piekutowski)

VSP&RIP: Michelle reported that the VSP & RIP programs are finalized. There were 80 participants out of a potential 550.

Performance Increases: Michelle reminded business officers that compensation requests of 10% or higher were due yesterday. For those who have not submitted this information to HR, please do so today. She will be meeting with the President on Monday. She also noted that she will be meeting with the Board's Compensation Advisory Committee October 4 on performance requests for individuals who earn over \$175,000.

EPMS: Michelle informed the group that all employees have now received a performance review. She thanked business officers for their assistance in making this happen.

III. "Bursars Office" Student Financial Services and Cash and Treasury Move From Sikes Hall (Charles Tegen)

Charles Tegen informed the group that the Bursar's Office will no longer exist as in the past. On the recommendation of the consultants the area has been divided into two departments: Student Services and Cash & Treasury Services. Cash & Treasury staff will be moving from G-08 Sikes to the Administrative Services Building September 13 & 14. They will reopen on September 15 located at ASB. Cash & Treasury staff contact information can be found in Attachment 1. Student Services Staff will be moving from G08 & G12 on September 23 to 321 Brackett Hall. Plans are to reopen on Monday, September 26. Renovations in Sikes Hall will begin in early October.

IV. Petty Cash and Travel Advance Procedures (Charles Tegen)

A draft “*Request for Official Travel Advance*” was distributed to business officers. Travelers are asked to allow for one business day to process requests and issue checks. The draft form can be found in Attachment 2. Business officers should provide feedback on the draft form to Charles Tegen or Phyllis Dunne.

V. FY 2013 G&A Rates (Charles Tegen)

No change has been made to the G&A assessment percentage. Proposed FY 2013 rates are posted on the Comptroller’s website. The policy and procedure on how rates were calculated are also posted. The website is below:

<http://www.clemson.edu/cfo/comptroller/rates/index.html>

VI. FY 2011 Financial and Compliance Audit (Steve Crump)

All audits are on schedule. Steve’s office will post closing adjustments for accruals. We will post as period three fund balance adjustments. Areas impacted will be notified.

VII. State Travel Reporting (Charles Tegen)

Analysis of information for the State Travel Report will begin next week. Business officers will be informed if there are any “Top 25” travelers in their budget center before the information is reported to the State and released by the Comptroller General’s Office. Deans and Division Heads will also be notified if there are any individuals in their areas that will be profiled in the “Top 25” travelers. The report is due to the State on September 30.

VIII. Procurement Update (Mike Nebesky)

Mike Nebesky informed business officers that the “*Wire Transfer*” form should no longer be used. Vendors who request/require wire transfers should be directed to the Procurement website to register as a vendor.

IX. Other Matters

Subclass 5xx: This class will enable staff to see carryovers, without giving actual spending authority to departments. This subclass range is meant for budget purposes only, and should not have actuals post against it. Journals are now being tested in CUBS, and Buyways will be tested as well. The Budget Office will distribute information soon about this subclass range once it has been thoroughly tested.

SPAA: Roberta Elrod asked business officers if they would like to see a separate account code for stipends instead of using the same code as payroll. Business officers confirmed that a separate code for stipends would be beneficial.

Tax Consulting: Steve Crump informed business officers that KPMG has been awarded the tax consulting contract. They will basically be on retainer for extraordinary tax issues for employment related issues. Procedures will be developed. Budget Centers who use their services will be billed for those services.

Cash Receipting: An RFP for a cash receipting, e-commerce system is in process. The intent to award will probably be completed in late November. By next summer Clemson should have a new system.

Retirement: Kay Shaw expressed her thanks to business officers for their working relationships and their friendships during the years she has been in Clemson.

There being no further business, the meeting was declared adjourned at 9:00 AM.

Approved: Virginia Baumann, Budget Director