

CAMPUS BUSINESS OFFICERS

September 12, 2013

President's Conference Room

Second Floor, Sikes Hall

The Campus Business Officers Group met on Thursday, September 12, 2013, at 8:30 a.m. in the President's Conference Room, second floor, Sikes Hall. Present: Steve Crump, presiding; Tony Dickerson, Student Affairs; Christina Bedenbaugh, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Cynthia Barnes for Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Todd Barnette, Facilities; Regina Carroll, Health, Education & Human Development; Graham Neff and Sharon Littlejohn, Athletics; Melissa Kelley, Public Service Activities; Tammy Crane, Cooper Library; Jane Gilbert and Chris Wood, Academic Affairs; Katherine Dobrenen, CCIT; Erin Thomas, President/Board/Finance; and Cathy Tillett, Director Internal Audit. Absent: Mike Sulhan, Advancement.

Staff present: Charles Tegen, Comptroller; Virginia Baumann, Budget Director, Mike Nebesky, Procurement Director, Roberta Elrod, Director, Grants & Contract Administration; John Mueller, Customer Service-Human Resources; Karen Robbins, Director, Student Financial Services; Beverly Leeper, Cost Manager; Amy Goodin, Comptroller's Office; Cathy Freeman and Gail Gilbert, Cash & Treasury.

I. Welcome & Introductions (Steve Crump)

Steve Crump called the meeting to order and welcomed those present. There were no newcomers present. Attention was then directed to the first agenda item.

II. Housing and Dining Services (Joy Moss)

Dining Services management now falls within the Student Affairs Division specifically Housing. Changes are being made in how to place catering orders and in payment options. The purpose and goals of these changes are: 1) reduce the number of outstanding invoices, 2) provide more timely posting of revenues and expenses for the University, and 3) find efficiencies through automated processes. Orders can be placed via the Housing & Dining website at <http://housing.clemson.edu> or by choosing the Clemson Catering punch out icon in buyWays. Payment Options are available for Foundation funds and CU funds. Charges will post each week. See Attachment 1 for details.

III. iROAR 🐾 Follow Up (Karen Robbins)

The fall semester campus registration experience for the students and parents using iRoar and TouchNet went better than previous fall registrations. iRoar student accounting activity is now processing to CUBS daily. Reporting from iRoar is being validated. Some of the reports have been delayed but should be available later in September or October. Please remember that data presentation and timing of activity may be different in iRoar. Also, it was noted that summer session activity for July and August were recorded and posted from the legacy student system.

IV. Proposed FY15 G&A Charges (Beverly Leeper)

The proposed FY15 G&A charges are posted on the Comptroller's website at the address below <http://www.clemson.edu/cfo/comptroller/rates/ga/ga15.html>.

V. Billing Rate Cycle Begins for Campus Utilities (Beverly Leeper)

The billing rate cycle has begun for campus utilities. October 15 is the due date for utilities.

February 2014 is the due date for all other billing rates.

Charles Tegen cautioned business officers that billing rates should not be increased out of cycle. If increases are necessary, the Administrative Council will have to approve any out of cycle requests. If departments begin providing a new service, those requests will also have to be approved by the Administrative Council.

VI. Travel Accounts (Beverly Leeper)

Beverly is beginning work on the State Travel Report. Information will be going out to business officers who have top 25 travelers in their budget centers. This information will be sent out next week. Beverly informed business officers that some employees were not entering their correct employee IDs. The correct employee ID is a 6 digit number beginning with a 0. Business officers requested that a list of exceptions be distributed to them to assist in informing employees of the correct ID number.

VII. Departmental Deposits at Hendrix Center (Charles Tegen)

The TD Bank located in the Hendrix Center is merging with the TD branch in Pendleton. The last day at the Hendrix Center is September 24. Departmental deposits will need to be made at the Wells Fargo Bank on Tiger Boulevard after the 24th.

Charles asked that business officers consider the following 2 questions with the change: "Why are you collecting money, when Clemson now has an electronic marketplace?" Why do you have a change fund? Business officers should review their processes and consider use of the electronic marketplace-TouchNet.

VIII. Budget Update (Virginia Baumann)

Budget Panels: The Budget office is making improvements to the budget panels in PeopleSoft. Business officers will be receiving information soon on these improvements.

Budget Amendments: The Budget office has identified a need for training on budget amendments. The Budget office will be contacting you to see if you may have individuals that need training. A training tool is being developed.

IX. Procurement Update (Mike Nebesky)

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) Grocery Store Charge Account, 2) Contract Database/Case Management, 3) Staples and P-card, 4) MPS Update, and 5) P-Card Info. See Attachment 2 for details on these items.

X. Other Matters

External Audit (Cathy Tillett): Cathy thanked business officers for their assistance with the external audits. Auditors were very appreciative of the assistance.

AP Accruals (Steve Crump): Steve stated that AP accruals will be completed by September 30.

Clemson did have more this year than last.

Travel Card: (Mike Nebesky): Huron has finished gathering the information for the travel card. Huron will make recommendations to VP Brett Dalton next week. Mike has met with the CG's office about a pre-paid or debit card for Athletics. The CG's office is open to this suggestion.

P-Card Contract (Mike Nebesky): The contract with Bank of America for the p-card expired in June. The state renewed it for up to a year. A RFP for a vendor is currently in place. Bank of America may not be the p-card vendor in the future.

There being no further business, the meeting was declared adjourned at 9:45 AM.

Approved: Steve Crump
Associate Comptroller

Attachments