CAMPUS BUSINESS OFFICERS
November 10, 2011
201 Sikes Hall

The Campus Business Officers Group met on Thursday, November 10, 2011, at 8:30 a.m. in 201 Sikes Hall. Present: Steve Crump, presiding. Michelle Bright, Advancement; Melissa Kelley, Public Service Activities; Amanda Powell, CCIT; Tony Dickerson, Student Affairs; Barbara Bass, Engineering & Science; Regina Carroll, Health, Education & Human Development; Jimmy Barnes, Business & Behavioral Science; Chris Wood, Academic Affairs; Tammy Crane, Cooper Library; Cathy Tillett, Director Internal Audit; Katie Hill and Sharon Littlejohn, Athletics; Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Stanley Richardson, Kathy Gibson, Research; Kim Bodiford for Todd Barnette, Facilities.

Others present: Virginia Bauman, Budget Office; Mike Nebesky, Procurement; Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Kathy Dively, Amy Madden, CFO's Office; Lisa Knox, REPI; Phyllis Dunne, Cash & Treasury Services.

I. Welcome & Introductions (Steve Crump)
Steve Crump called the meeting to order and welcomed business officers.

II. Authorization for Official Foreign Travel (Roberta Elrod)
Roberta stated that the procedure chart and the foreign travel form have been revised based on suggestions from her staff and members of CBOG. The goal is to have one standard form across campus for all fund groups and all areas. Attachments can be added if necessary for things that are unique to your area.. The procedure chart is a template that Pre-award uses. Roberta has gone through the steps necessary to approve foreign travel. Roberta asked that the form be reviewed to see if it meets your needs and to let her know if any changes should be made by Monday.

III. Cash and Treasury Policies and Procedures (Phyllis Dunne)
Phyllis presented a packet of the revised policies and procedures for the Cash and Treasury Department. Basically, the Cash and Treasury Services Department revised existing policies and procedures and defined some policies that were grouped together under one name, such as Petty cash. Cash and Treasury tried to define the policies further to help the departments (i.e. specifically how they'd account for certain transactions). Any of the major changes are listed on Page 1 – Changes to Policies and Procedures. Many of the revisions are based on best business practices at other universities. Phyllis asked that CBOG review the policies and provide any feedback by November 28, 2011. The target date to release these is December 1, but that can be changed if necessary. As a side note, Steve Crump noted that as part of the SACS accreditation, Clemson is looking through all of our policies/procedures to make sure they are updated, relevant, and meaningful, so CBOG may be seeing more policies to review in the future.

IV. Procurement Update (Mike Nebesky)

New Microscope Contract – There is a new microscope contract that will cover anything related to microscopes. Please check BuyWays for the new contract. Also, the lab supplies contract with Fischer VWR has been changed slightly for the better. This includes a better pricing scheme and no shipping costs for any hazmat or smaller fees. Any feedback on these contracts would be appreciated.

Holiday Payment Schedule – The Holiday payment schedule is out. Please take a look at the notes on the websites. There are some changes now that we have a Net30 payment system in place. For example, please note that on November 17, a payment will be made for all payments due for the month of November. Anything you need to be paid by check, please get in before November 17. Checks will be mailed on November 18. The electronic payment will still be done the following Tuesday. Please check the notes.

Credit Memos – Procurement is considering a change to the credit memos policy. Right now, vendors are allowed to issue credit memos. Procurement enters them and departments get their money back. However, centrally, some credits are still outstanding for over a year. For example, a vendor gave a $2000 credit and the department got their money, however, Procurement is still trying to balance invoices due to that vendor because maybe they are only invoicing $20 at a time. Procurement is considering adapting University policy to say that credit memos are no longer allowed. If you owe us money, give us a check back. Within the law, Clemson has the right to do that. Procurement would like CBOG's input on whether or not this is something you could work with. One caveat – if they are an e-invoice vendor, then they can use credit memos. One reason these will be allowed is that there is enough volume occurring, so credit memos take care of themselves pretty quickly. Please give Procurement feedback if there is any reason this would be a bad change to make.

Pizza – A reminder that you are required to use Aramark for pizza on campus. It can be picked up in the Hendrix Student center. However, if you have a situation that doesn't work for what Aramark is offering, you can call them and they might be able to give you an exception and let you go somewhere else. Prices are pretty reasonable - $7.50 for extra large pizza with a topping on it. Please work with Aramark and question Aramark if you need an exception. If this is too much of a burden on campus, please let Mike know and give him some specific instances so that he can see if he can make any changes to the contract.

Business Meals – In the notes, the section on business meals has been copied. Mike has been getting some questions regarding business meals. In short, faculty members think they can go downtown and eat with a friend and talk business and get reimbursed using out-of-state funds. That is not really what the rule states. A reminder that the guidelines are out there and should be reviewed. The person that a Clemson employee goes to lunch with needs to be a 'non-university' employee, and

they need to be talking business. Also, you can only get reimbursed for that non-university employee up to the set per diem. The university employee cannot get reimbursed from state funds. It can be paid for out of foundation funds, if you wish. Steve Crump mentioned that a travel status and mile limitation governs that. If an employee is in travel status and goes more than 10 miles from work. However, this gets tricky, if you work in Greenville and walk to Greenville, its 5 minutes not 10 miles, then you aren't really in travel status, technically. Please review what is out there.

Please review the Business Meals policy under the disbursements policies and guidelines. It also matches up pretty well with the disbursements grid. Roberta provided a side note – Grant funds can't be used for business meals unless they were actually proposed, so even if a PI brings a colleague or program officer from their sponsoring agency to town to discuss business, the grant funds should not be used. Meals should be paid from grant funds only when they are proposed for workshops, with official visitors, training. etc. One member noted that with NSF and some other agencies, it may not be specifically written into the proposal, but it is part of the program guidelines. Roberta said, if it is part of the program guidelines, it is okay.

buyWays User Roles – The procurement office will be sending out a list of user roles and workflow for everyone to review. Please provide any feedback. If you think this is overwhelming or could be improved, please let Mike know. The goal is to do this annually to keep up with audit requirements. For the past two years, Procurement has been trying to improve the process, and would like feedback on how to improve the process. Steve Crump mentioned that they also do an annual CUBS security review in February and perhaps in the future, these reviews could coincide. Mike mentioned the hope is to do it together in the future, however they are just trying to get something together for this round.

Surplus – There is space in surplus right now. If you have stuff you want to get rid of please send it now. In May and June, it will probably be full again. Procurement will be glad to come and get it. Also, remember to check the inventory before you make a purchase for a desk or chair.

V. Budget Update (Virginia Baumann)
Load Cash Transfer Journal Entries: The Budget Office is about to process the Load Cash Transfer journal entries. The Budget Office is trying to do this every November. Business officers will be contacted soon to review.

Summer Session II Revenues: The Budget Office is still waiting on a report from Student Financial Services to allocate Summer Session II revenues. Once that report is received, the funds can be allocated.

Lab Fees: The Budget Office is also waiting on a report from Student Financial Services for lab fees for Fall and Second Session.

Distance Ed: Distance Ed transfers have been processed.

F&A: New F&A and carryover F&A were transferred to Fund 14. If you are seeing any issues, please let the Budget office know.

State Appropriations: A reminder – If someone leaves or comes off of Fund 18 funding, please sign someone else up to receive the funding, so that we can make sure to use all of that funding.

Performance Credits: Most areas have received their allocations. Files with the calculations for FY 2011 are being compiled and will be sent in the near future. We are also updating that tracking report to show what the status of the performance credits is.

Budget Office Staff: The Budget Office is getting ready to hire Amy Cantrell's replacement. The Budget Office appreciates the patience everyone has given.

VI. Other Matters

Cathy Tillett said that every 2 years, The Office of Internal Audit makes a commitment to the Board of Trustees to promote the ethics and fraud line. This has been done in various ways. This year, the Office of Internal Audit is disbursing pens. Your area or someone in your area will receive a folder with the pens to distribute.

Also, the P-card audit is occurring. Over the next few weeks, Jeff Rosenberger may be contacting some areas. It is a university-wide audit. The Office of Internal Audit is looking for documentation and p-card reconciliations.

Thanks for everyone who replied to the survey that came out for the quality assessment. Grant Thornton did a quality assessment. They looked at work papers, talked to customers, the CFO, the CIO to get feedback on how the office interacts with everyone. The Office of Internal Audit is waiting on a report back.

Steve Crump adjourned the meeting.

Approved: Steve Crump, Associate Comptroller