

CAMPUS BUSINESS OFFICERS
December 9, 2010
201 Sikes Hall

The Campus Business Officers Group met on Thursday, December 9, 2010, at 8:30 a.m. in 201 Sikes Hall. Present: Virginia Baumann, presiding; Michelle Bright, Advancement; Takoma Peppers for Jacqui Stephens, Architecture, Arts & Humanities; Melissa Kelly for Kay Shaw, Public Service Activities; Katherine Dobrenen & Amanda Powell, CCIT; Steve Robbins and Tony Dickerson, Student Affairs; Howie Roesch, Engineering & Science; Regina Carroll, Health, Education & Human Development; Diann Tinsley, Research; Todd Barnette, Facilities; Jane Gilbert and Chris Wood, Academic Affairs; Tammy Crane, Cooper Library; Cindy Long, Board/ President/Finance and Cathy Tillett, Director Internal Audit; Absent: Katie Hill and Sharon Littlejohn, Athletics; Leigh Dodson, Agriculture, Forestry, & Life Sciences; and Gayle Kelly, Research.

Others present: Charles Tegen, Comptroller; Steve Crump, Associate Comptroller; Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Mike Nebesky, Procurement Director; Shirley Alexander, Procurement Manager; Amy Madden and Kathy Dively, CFO's Office; Beverly Leeper and Phyllis Dunn, Comptroller's Office; Brent Emerson, Director REPI; Karen Robbins, Director Revenue & Receivables; Ami Hood, Payroll Director; Janice Powell and Peg Jasper, CCIT; Kathi Shivar, HR Manager Student Affairs; and Linda Rice, Director Risk Management.

I. Welcome & Introductions (Virginia Baumann)

Virginia Baumann called the meeting to order and welcomed business officers. Mike Nebesky introduced new Procurement Manager Shirley Alexander.

II. Demo of Kronos (Steve Crump/Kathi Shivar)

Steve Crump informed the group that the Payroll Department has been moved under Accounting Services and Ami Hood has been hired as the Payroll Director. Huron recommended HR put in place a number of focus groups, one of which was a payroll focus group. This group, co-chaired by Steve Crump and Kathi Shivar, has been hard at work looking at the payroll process from beginning to end. Student Affairs purchased and implemented Kronos for processing payroll this year. Clemson has over 5,000 timesheets and the recommended point for going from paper to electronic timesheets is 1,000. Student Affairs makes up about one-third of timesheets for payroll. Kathi Shivar presented an overview of the Kronos system. The Kronos system is an electronic process for capturing time which can then be loaded into the PS payroll. See Attachment 1 for details.

III. Update on Property & Liability Insurance (Linda Rice)

Linda Rice, Director of Risk Management, provided the group with an update on property and liability insurance. See Attachment 2 for details.

IV. Budget Update (Virginia Baumann)

Fringe: Virginia Baumann explained to the business officers the circumstances behind the Fund 15 fringe budget adjustments. The Budget Staff reduced the load budget by the amount of fringe stipends and then added the fringe stipends back in. This was necessary to identify the fringe

stipends in the load budget, so that budget centers can easily know how much departmental funds were in the fringe load and adjust as necessary.

Cash Transfers: Recently the load cash transfers were executed. Due to the problems experienced last year at year end with cash transfers, it was decided to process the load cash transfers journal entries by mid-year.

Student Fees: Procedures for the student fee approval process will be distributed in January.

Kathy Dively is working with Institutional Research on a web application to submit new fees or submit proposals to increase fees that are already in place. The website will be up in January.

Budget Centers will have until mid to late February to submit student fees.

V. Procurement Update (Mike Nebesky)

Encumbering in buyWay\$: Mike Nebesky stated that he had asked for feedback at the last meeting on whether or not business officers wanted buyWay\$ to be able to encumber purchases under \$2500. To date he has had only one response. Mike requested business officers provide feedback by the next meeting. Procurement is routinely asked by departments why buyWay\$ does not encumber everything.

Barnes and Nobel: Barnes and Noble no longer has a punch out link in buyWay\$ because they have changed their business model. To order Barnes and Nobel products just go to their website and order using the procurement card.

Payment Schedule: For the last two weeks in the year, checks and EFTs will only be processed on Wednesday, December 29th.

VI. Update on CUBS Financials 9.0 Upgrade (Steve Crump)

The system 9.0 upgrade for CUBS financials will kick-off today at 4:30 p.m. The system will be down Friday, Saturday, Sunday, and Monday. Full services should be restored by Tuesday, the 14th, at 8:00 a.m. During this time no buyWay\$ orders or any other financial transactions can be processed. This upgrade is more of a behind-the-scenes technical changes and not a change to the front-end that users see. There may be some web browser issues when the system is back up, but information will be available if this is a problem. Business officers were asked to provide feedback if problems come up when the system goes live.

VII. State Transparency Reporting (Steve Crump)

Clemson University will have a Transparency Website up in January. As background, there was a Senate Bill filed last year that died in committee. Indications are that it will be pre-filed again this session. However, all colleges have rallied behind a House version of the bill which will also be pre-filed. As you may know, the State Comptroller General's website has contained procurement card purchase data for a while now, since the cards are issued under a State contract. Our commitment as announced by President Barker is to have Clemson's Transparency Website up before the Legislature convenes in January. IT, Data Warehouse, and Finance staff have been working diligently on creating this site. The site will show all disbursements and procurement card transactions. Disbursements will be shown on an accrual basis. The site will show all expenses in 6xxx, 7xxx, and 8xxx categories. The intent is to provide context on the site. An alternate tree has been set up with four categories: Instruction/Research Support, Institutional and Operations Support, Auxiliaries, and Public Service Activities.

VIII. Other Matters

Pooled Fringe (Charles Tegen): Calculations are completed and final approval is pending. Most rates are expected to drop next year.

Billing Rates (Charles Tegen): Institutional billing rates will not be submitted until February when the budget situation should be better defined. If business officers have questions about University rates, such as CCIT and Facilities, these areas can be contacted for planning purposes.

Paid Cash Accounts (Karen Robbins): Paid cash accounts are listed in the general ledger. Departments with paid cash accounts will receive a confirmation request asking questions about the fund, what it is being used for, and certifying that internal controls are in place.

Security (Karen Robbins): A security awareness website for financial transactions is being created. Training will be provided on security. Additional communication will be forthcoming on the website and training.

Stimulus Funds: (Steve Crump) The University drew and charged all stimulus funds allocated this year in October and November. However, some of this year's money was allocated for the Lee Hall project. All of these funds were not spent. As soon as funds remaining are identified they will be spent, likely in a February timeframe, for instructional salaries.

Facilities Projects (Todd Barnette): Facilities is undergoing process improvement on Facilities projects—planned and plant fund projects. Todd Barnette requested that business officers contact him if they are interested in providing feedback on how projects are handled. A meeting will be held after the first of the year.

The meeting was declared adjourned at 10:20 a.m.

Approved: Virginia Baumann, Director Budget Office