

**CAMPUS BUSINESS OFFICERS**  
**December 12, 2013**  
**President's Conference Room**  
**Sikes Hall**

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

Staff present: Charles Tegen, Comptroller; Steve Crump, Associate Comptroller; Clint Carlson, Director Related Organizations; Roberta Elrod, Director, Grants & Contract Administration; John Mueller, Customer Service-Human Resources; Beverly Leeper, Cost Manager; Ami Hood, Payroll Director; Karen Robbins and Regina Lee, Student Receivables; Kim Thrower, CCIT.

**I. Welcome & Introductions (Virginia Baumann)**

Virginia Baumann called the meeting to order and welcomed those present. She continued to provide business officers a budget update on the status of the new budgeting software solution. She stated that Clemson has acquired the Hyperion product. Performance Architects consultants are on campus working on design and installation of the product. This product will interface with PeopleSoft. The timeframe is very aggressive to meet the expectation of being in place for the 2015 budget development. The goal is for this budgeting software to be a one-stop for budget development, amendments, strategic planning, etc. The budget office will be distributing a timeline in the near future. Users will have the opportunity for input on the new system. Virginia stated that the budget staff will meet with business officers at different stages of the process. A rough draft has been built and will be shared with business officers in the near future. Ian Czarnezki is the main contact for the project.

**II. Benefit Program Code Updates (Krissy Kaylor)**

Krissy Kaylor provided a *Benefit Program Code Update-December 2013* to the business officers. The benefit codes have been changed in order to comply with the Affordable Care Act. Summary changes in benefit codes are: RRR benefit program code for rehired retirees will no longer be used. ATP & AT9 new benefit program codes will be added. MTP & MT9 new benefit codes will be added. GST benefit program code will only be used for full-time TGP/TLP. Please see Attachment 1 for details.

**III. Kronos Update (Ami Hood)**

Student Affairs upgraded to Kronos version 6.3 in August with no problems. The Finance, President, and Secretary divisions began successfully using Kronos September 1. Then Athletics,

Advancement, PSA, Research, Provost, Library and BBS all began using Kronos. Then a service pack for Kronos was uploaded. Testing was completed on the service pack and everything was confirmed. However, functional issues were experienced in some budget centers. Due to these issues all other Kronos rollouts have been halted. Payroll is working to finalize issues on service pack 10. Steve Crump noted that the Service Pack affected all universities not just Clemson. Some issues are multiple distributions of accounts, accounts not in home department, rules that clash, who has access to see lines, and individuals not being paid from home department.

#### **IV. iROAR Update (Regina Lee)**

Regina Lee provided the business officers with a high level review of a new report *SFS Revenue by Course Enrollment*, which can be used to distribute revenue allocations for off campus and distance learning courses. An example of the new report can be found in Attachment 2. Staff is working with Barbara Hoskins to validate the numbers prior to allocations being made. Business officers will probably see distributions in January.

Charles Tegen stated that meetings will be scheduled with colleges to talk about their plans for distribution of the fall fee revenue. This is to ensure that the college numbers and the Banner numbers are in agreement.

#### **V. Procurement Update (Mike Nebesky)**

This update is posted at: [www.clemson.edu/cfo/procurement](http://www.clemson.edu/cfo/procurement) under the Announcements section on the left hand side of the screen. The Update includes the following items: 1) Ricoh Print Services-Print Shop now located at Dillard Building. 2) Leased Computers-End of Lease removal of hard drives. 3) New buyWays Vendor Registration Site has rolled out. 4) New buyWays Interface Coming Soon. 5) P-card and Personal Charges. Accidental personal charges to the CU P-card will be handled per the Unauthorized Procurement Policy. Please see Attachment 3 for details on these items.

Mike Nebesky highlighted that the State and IRS mileage reimbursement rate will be reduced by one-half cent to .56 cents per mile beginning January 1, 2014. Procurement will update the mileage on the travel forms.

#### **VI. Other Matters**

**Incentive Gift Cards** (Charles Tegen/Mike Nebesky): Business officers received draft copies of the policy and procedures for Incentive Gift Cards. There is now a vendor that can offer noncash gift cards for research incentives and awards. Cards can be purchased 30 days in advance. If cards are not used within 30 days of receipt, cards are to be turned in to Cash & Treasury. Details for the Process, Procedures and Policy can be found in Attachment 4. Business officers should contact Charles Tegen for any questions, concerns, related to this new policy. The policy will be effective January 1, 2014.

**Staples Rebate** (Roberta Elrod/Steve Crump): Last year \$5,200 rebates attributed to sponsored research activity in Fund 20. While this amount is not significant funds can be deposited back into the accounts. Business officers still need to monitor these funds for rebates.

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

**Approved:** Virginia Baumann  
Budget Director

**Attachments**

- 1) Benefit Codes
- 2) SFS Revenue by Course Enrollment Draft Report
- 3) Procurement Update
- 4) Incentive Gift Card