CAMPUS BUSINESS OFFICERS
January 10, 2013
President’s Conference Room
Second Floor, Sikes Hall

The Campus Business Officers Group met on Thursday, January 10, 2013, at 8:30 a.m. in the
President’s Conference Room, second floor, Sikes Hall. Present: Kathy Dively, president;
Katherine Dobrenen, CCIT; Tony Dickerson, Student Affairs; Christina Bedenbaugh,
Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson &
Kathy Gibson, Research; Jane Gilbert & Chris Wood, Academic Affairs; Cynthia Barnes for
Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts &
Humanities; Todd Barnette, Facilities; Regina Carroll, Health, Education & Human
Development; Katie Hill & Sharon Littlejohn, Athletics; Melissa Kelley, Public Service
Activities; Tammy Crane, Cooper Library; Michelle Bright, Advancement; Cathy Tillett,
Director Internal Audit. Absent: Erin Thomas, President/Board/Finance.

Staff present: Steve Crump, Associate Comptroller; Scott Pigeon, Procurement; Beverly Leeper,
Cost Manager; Sherri Rowland, Accounting Services; Phyllis Dunne, Cash & Treasury; Roberta
Elrod, Director, Grants & Contract Administration; Ian Czarnezki, Budget Analyst; and Deb
O’Connor, FIN Security Administration

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

Other Matters: Sales & Use Tax (taken out of order)
Steve Crump informed the group that issues related to sales and use tax are continuing to come
up in some audits. Procurement has done some training but issues are still out there related to
taxes. After discussions with Mike Nebesky and Cathy Tillett, it was determined the best
approach, particularly with academic areas, is to bring staff together in each budget center for a
presentation and then take specific questions and issues in the individual areas. Sessions will be
scheduled in late January or early February. Each business officer will be contacted to schedule
individual sessions for their budget center.

II. FY13 CUBS Annual Security Review (Steve Crump)
Steve Crump started that as in past years the annual security review should be completed by
business officers by February 28, 2013. He called on Deb O’Connor to present a demo of the
new application for security reviews. Ms. O’Connor referred to the email she had sent out last
week related to Security/Training. The email stated that the PeopleSoft Financials Security and
Security/Training Request application is now live in FPPRD. The old process of requesting
security/training in PS-Financials will be turned off on January 31, 2013. The new application
can be accessed by logging into PeopleSoft Financials and following the path of CU CUSTOM >
CU Business/Security Process > CU Security/Training Request. Deb O’Connor demonstrated the
process for the annual security review. All PS Financials Security roles have to be updated
during the month of February. If business officers do not complete the review, they will lose
their access.
III. Student Fee Approval Process (Ian Czarnecki)
The Fee Committee is creating a new web portal for student fees. If there is a new fee or an updated fee that is to be charged, these fees should be submitted via the web portal. The portal will be open next week and can be accessed from the Budget Office website. All fees should be submitted no later than February 20th. Additional information will be distributed next week via email. Business officers should contact the Budget Office for training for their area.

IV. FY13-14 Pooled Fringe Rates (Beverly Leeper)
The proposed FY13-14 Pooled Fringe Rates were submitted to DHHS December 21. Rates are normally approved by July. Proposed rates will be posted on the Comptroller’s website this afternoon. Proposed Rates are: 9 month-27.5%, 12 month-32.0%, Student-3.0%, and Part-time-21.5%. G&A (proposed) rates are also posted on the Comptroller’s website for FY14.

V. Procurement Update (Scott Pigeon)
The Procurement Update is posted on the Procurement website under the Announcements section. Topics in this month’s update are: 1) ARAMARK: Update on catering changes related to what does and what does not have to go through ARAMARK. See policy below. http://www.clemson.edu/cfo/procurement/documents/Clemson_Food_Waiver_Infoupdated9.26.2012.pdf
2) Paper: OfficeMax has the State contract for recycled paper and this is the preferred option for purchasing paper. There is no contract for virgin paper. It can be purchased from Staples or OfficeMax. 3) Surplus: Now is the time to plan to surplus equipment/furniture over the summer. Contact Surplus for your options. 4) Contract Routing: Procurement is working with the General Counsel’s office on the ability to route contracts through buyWay$. Send comments or examples to Mike Nebesky. 5) Tax Training: Procurement, Accounting Services and Internal Audit are working together to offer tax help sessions to budget centers. Business Officers will be contacted to schedule for their budget center. 6) buyWay$ Roles and Workflow: This is a required annual certification to confirm roles and workflows in buyWay$. Information was sent last fall for confirmation. Please contact Penni Douglas for changes.

IV. Other Matters
Kronos (Steve Crump): Work has begun on implementing Kronos for time and leave on campus. Ami Hood is working with public affairs on communications to the campus regarding Kronos.

XID#: Tony Dickerson inquired about transitioning from the employee ID# to the XID#. Others also indicated interest in how this transition will work especially when requesting access to applications for staff that requires University employee ID numbers. Will the XID# be populated in the HR system; will business officers have access to look them up, etc. Katherine Dobrenen suggested that Janice Powell, who is the project manager for XID# Project, be invited to our next meeting. Betsey Shira will follow up.

There being no further business, the meeting was declared adjourned at 9:20 AM.

Approved: Kathy Dively, Financial Consultant