The Campus Business Officers Group met on Thursday, February 9, 2012, at 8:30 a.m. in the President’s Conference Room, second floor Sikes Hall. Present: Virginia Baumann, presiding; Michelle Bright, Advancement; Katherine Dobrenen, CCIT; Tony Dickerson, Student Affairs; Christina Bedenbaugh, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Chris Wood & Jane Gilbert, Academic Affairs; Tammy Crane, Cooper Library; Cathy Tillett, Director Internal Audit; 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 and Sharon Littlejohn, Athletics; Melissa Kelley, Public Service Activities. Absent: Cindy Long, Finance, President, & Board.

Others present: Steve Crump, Associate Comptroller, Scott Pigeon, Procurement; Roberta Elrod, Director, Grants & Contracts Administration; Beverly Leeper, Comptroller’s Office; Lisa Knox, REPI; Ian Czarnecki & La’Toya Ritter, Budget Office; Amy Madden, CFO’s Office; and Phyllis Dunne & Stephanie Wald, Cash & Treasury.

I. Welcome & Introductions (Virginia Baumann)
Virginia Baumann called the meeting to order and welcomed business officers. Phyllis Dunne introduced Stephanie Wald to the group.

II. Budget Update (Virginia Baumann)
See Attachment 1 for the Budget Update which includes details on: 1) FY2013 Budget Development Timeline, 2) Fund Balance Spending, 3) State Appropriations, and 4) Cash Transfers.

III. Red Flags Rule (Stephanie Wald)
Due to the increase in identity theft the “Red Flags Rule” regulation was established by the Federal Trade Commission, in conjunction with several other federal agencies. This regulation requires that financial institutions and creditors implement a plan to identify, detect, and respond to attempts of identity theft. Clemson has formed a Red Flags Committee which has developed a program to address attempts of identity theft. Details of the program can be found in Attachment 2 and on the website at http://www.clemson.edu/cfo/red-flag.html. A list of Red Flags Indicators is also included in Attachment 2.

IV. Billing Rates for FY13 (Beverly Leeper)
Beverly reminded the group that Billing Rates are due February 15. The billing rate schedule has been changed to align with the budget process dates.

V. Procurement Update (Scott Pigeon)
Surplus: The surplus property warehouse now has space available. Now is the time to surplus.
Closing POs: When entering final invoices against a PO remember to use the final flag which will relieve encumbrances remaining on the PO.

Net30: Net 30 is considered based on the vendors invoice date—not when it is entered into buyWays.

New Contracts: Details on the new campus wide Automotive Maintenance & Repair and the Walk-in Hardware Store contracts can be found on the Procurement website under Announcements.

Payment Inquiry: The link Vendor Payment Inquiry has been rolled out to allow vendors to look up the payment status of invoices that have been entered in buyWays during the last 90 days.

Mileage Reimbursement: Clemson’s rates are $.505 or $.456. Clemson’s mileage rate is $.505 unless there is a departmental vehicle available that should be used instead of using a personal car. Enterprise also has a tool on their website that will help you compare the costs of reimbursing for mileage versus renting from Enterprise.

**VI. Other Matters**

**Foreign Travel Approval** (Roberta Elrod): The form has been revised to include question concerning exporting equipment. Roberta has confirmed with the Export Control liaison that there will be a 24-hour turn around.

**Effort Reporting** (Roberta Elrod): Effort reports will be run within a couple of weeks for the fall. The revised form is on the website.

**Annual Security Review** (Steve Crump): The annual security review is underway for HR and Financials. The deadline for completion is by February 29th. A reminder will be sent out February 20 to business officers.

**CUF** (Michelle Bright): Alice Evatt has resigned as CFO/Treasurer of the Foundation. An outside firm is conducting the search for her replacement.

**FY13 Audit Plan** (Cathy Tillet): The FY13 Audit Plan is being developed. If Business officers have any ideas for audits, please send those to Cathy by the end of the month.

There being no further business, the meeting was declared adjourned at 9:15AM.

**Approved:** Virginia Baumann, Budget Director

Attachment 1: Budget Update
Attachment 2: Red Flags Rule Program
Budget Update – CBOG Meeting
February 9, 2012

- **FY2013 Budget Development** Timeline: The Student Fee Submission Process for FY2013 is currently underway, and will end on February 20th. If you know of a department within your budget center that is considering proposing a new fee or changing an existing fee, please make sure that they are aware of the process and put them in touch with Ian Czarnezki in the Budget Office. The student fee policy, procedure, and web application instructions are available on our website at [www.clemson.edu/cfo/budgets](http://www.clemson.edu/cfo/budgets). We plan to present the fee changes to Admin Council on March 12th, and then to the BOT (as necessary) during the April meeting.

Keep in mind that departmental reorganizations and permanent amendments are due by March 5th, and Personal Services Planning will begin on this date as well. Our goal is to have FY2013 budget development packages and PeopleSoft panels ready no later than April 2nd. The timeline on our website has been updated for training session dates and times, and we will continue to update the website as any changes are made. The following training sessions for Personal Services Planning will be offered at B106 Barre Hall:
- March 6th, 8th, 9th, 12th, and 13th – all at 1:30pm

The following training sessions for Budget Development will be offered at B106 Barre Hall, with one exception:
- March 28th 1:30pm
- March 29th 1:30pm
- April 3rd 10:00am at B105 Barre Hall
- April 4th 10:00am
- April 9th 1:30pm
- April 10th 1:30pm
- April 11th 1:30pm

Please contact Cindy Long in the Budget Office to register yourself or anyone else in your budget center for these training sessions. If you are registering someone who has not had prior experience with the process and probably does not have access to the panels, let Cindy know at least a week in advance of the training session so that she can ensure that person will have access during the training. Also, improvements have been made to both processes in PeopleSoft. If you would like to view the test phase of the improvements, please let Cindy know.

- **Fund Balance Spending**: Reminder - the 4xx subclass is for fund balances that you plan to spend, and the 5xx subclass is for fund balances that you want to reserve for future years. Based on your recent submissions for updated E&G fund balance spending plans for FY2012, we will be contacting you shortly to adjust your current fund balance budgets to match those plans. We also plan to park the remainder of your unallocated E&G fund balances in the 5xx subclass soon in order to reserve them for future years. As we have mentioned before, this is so that
your departments can see “their” balances in their budgets, even though they do not have a plan to spend them in the current year. It also allows us to report to the BOT a realistic amount of planned fund balance expenses.

- **State Appropriations:** Reminder – fund 18 is for state appropriations, and will need to be exhausted by the end of the fiscal year. Please remind the HR managers to make sure that if a faculty member either leaves or comes off of fund 18 payroll, another faculty member will need to be put on fund 18 payroll.

- **Cash Transfers:** Please remember to send cash transfer budget amendments to Sherri Rowland in Accounting Services in order for her to process the actual journal to execute the cash transfer. If you have questions or concerns about whether you need a journal to execute the cash transfer, please contact La’Toya Ritter in the Budget Office.
Red Flags Rule Program

History of the Red Flags Rule

In response to the growing threats of identity theft in the United States, Congress passed the Fair and Accurate Credit Transactions Act of 2003. The Federal Trade Commission, in conjunction with several other federal agencies, brought forth a set of final regulations known as the "Red Flags Rule". The Red Flags Rule regulation requires institutions to develop and implement a written identity theft prevention program.

Requirements of the Red Flags Rule

The Red Flags Rule requires that financial institutions and creditors implement a plan to identify, detect, and respond to attempts to use stolen identity information.

How Does the Rule Apply to Clemson?

Universities are considered creditors under the Rule by participating in the Federal Perkins Loan program, offering short term loans to students or faculty/staff, providing any type of payment plan (housing, transportation, student tuition/fee deferred), etc. In essence, if payment is not required up front and is allowed to be deferred, you are considered a creditor under the Red Flags Rule. The Rule also covers users of consumer reports, which typically applies to universities when dealing with employee background checks.

Clemson’s Response to the Red Flags Rule

Clemson has responded to this new legislation by forming a Red Flags Committee comprised of representatives from Admissions, Student Affairs, Student Services, Human Resources, CCIT, Procurement, the Finance Division, and General Counsel, as well as Internal Audit on an ad hoc basis. The committee has developed a Red Flags Rule Program, which will be implemented across the University. Training materials have been developed along with examples of Red Flag indicators. For more information, please visit Clemson’s Red Flags Rule Program website at http://www.clemson.edu/cfo/red-fag.html.
Responding to Red Flags

When a Red Flag is identified, it should be acted upon quickly. A rapid appropriate response can protect customers, employees, students, and Clemson University from damages and loss. The following steps should be followed whenever a Red Flag is found:

- When an employee discovers a potential Red Flag, they should notify their supervisor immediately. Time is of the essence when dealing with identity theft.

- Once notified, the supervisor will complete a Notification of Possible Privacy Breach form and submit it along with any other documentation to the Cash and Treasury Services Department.

- Upon receipt of the Notification of Possible Privacy Breach form, the Red Flags Program Administrator will review the Red Flag identified and determine the appropriate action to be taken. The Program Administrator will notify the Red Flags Committee and work in conjunction with the supervisor who submitted the form to rectify the situation. The individual involved in the possible privacy breach may or may not be contacted depending on the circumstances.

- Upon completion of the incident, the supervisor will create a report outlining the incident in its totality and submit it to the Program Administrator.

- The Program Administrator will then submit a copy of the report to the Committee members.
# NOTIFICATION OF POSSIBLE PRIVACY BREACH

<table>
<thead>
<tr>
<th>Name of person whose Privacy may have been breached:</th>
<th>CUID # or Employee ID # if applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Is the individual aware of the incident? ☐ YES ☐ NO</td>
<td></td>
</tr>
<tr>
<td>If NO, please do not inform the individual without your Supervisor's approval.</td>
<td></td>
</tr>
<tr>
<td>Name of person making complaint (if different from above):</td>
<td>Relationship</td>
</tr>
<tr>
<td>Data Involved:</td>
<td></td>
</tr>
<tr>
<td>Date of Incident:</td>
<td></td>
</tr>
<tr>
<td>I feel that my / this person's privacy has been breached in the following way:</td>
<td></td>
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<tr>
<td>Harm or Negative Outcome:</td>
<td></td>
</tr>
<tr>
<td>Completed by (please print):</td>
<td>Dept:</td>
</tr>
<tr>
<td>E-mail address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
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</table>

Thank you for bringing this incident to our attention. We strive to achieve excellent service and want to assist you in any way we reasonably can. A representative from Cash and Treasury Services will contact you to discuss your concerns.

E-mail this form to CUredflags@lists.clemson.edu. Please keep a copy for your records.

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# For Office Use Only:

Reviewed by (please print): ___________________ Date: _______________

Signature: ____________________

Action Taken: ____________________________________________________________

________________________________________________________
EXAMPLES OF RED FLAG INDICATORS

1) Suspicious Documents:
   a. Altered/forged ID
   b. Inconsistent photo/description
   c. Inconsistent ID information
   d. ID information that doesn't match what is on file (e.g. signature, etc)

2) Suspicious Personal ID Information:
   a. Personal ID info inconsistent with external information
   b. Personal ID info inconsistent with other provided info or info on file
   c. Personal ID info associated with known fraud
   d. Social security number discrepancies
   e. Address or telephone number discrepancies
   f. Incomplete demographic or other identifying info
   g. Individual unable to authenticate via challenge questions

3) Suspicious Activity:
   a. Individual refuses to produce ID
   b. Usage consistent with known fraud patterns
   c. Mail sent to the individual returned repeatedly as undeliverable although transactions continue to be conducted in connection with the individual's covered account
   d. Family members and/or friends calling the individual by a different name than that provided by the individual

4) Suspicious Medical Information:
   a. Individual presents medical background inconsistent with existing medical record
   b. Individual unaware of basic medical background information
   c. Medical record inconsistent with physical examination or with patient's account of medical history
   d. Patient or insurance company report that coverage for legitimate stay is being denied because benefits have been depleted
   e. Patient denies information provided in medical record
   f. Lab (e.g. blood work, etc.) inconsistent with information in medical record (e.g. wrong blood type, etc.)

5) Alerts from others, such as:
   a. Alert from individual
   b. Alert from Law Enforcement
   c. Alert from Third Party such as credit bureaus