CAMPUS BUSINESS OFFICERS
March 8, 2012
President’s Conference Room
Sikes Hall

The Campus Business Officers Group met on Thursday, March 8, 2012, at 8:30 a.m. in the President’s Conference Room, second floor Sikes Hall. Present: Steve Crump, presiding; Michelle Bright, Advancement; Katherine Dobrenen, CCIT; Tony Dickerson, Student Affairs; Christina Bedenbaugh & Barbara Bass, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Chris Wood, Academic Affairs; Tammy Crane, Cooper Library; Cathy Tillett, Director Internal Audit; Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Todd Barnette, Facilities; Regina Carroll, Health, Education & Human Development; Sharon Littlejohn, Athletics; Melissa Kelley, Public Service Activities; and Cindy Long, Finance, President, & Board.

Others present: Virginia Baumann, Budget Director, Mike Nebesky, Procurement Director; Roberta Elrod, Director, Grants & Contracts Administration; Beverly Leeper & Amy Madden, Comptroller’s Office; Ian Czarnezki, Budget Analyst; and Phyllis Dunne & Stephanie Wald, Cash & Treasury.

I. Welcome & Introductions (Steve Crump)
Steve Crump called the meeting to order and welcomed business officers. Attention was then directed to the first item on the agenda.

II. Budget Update (Virginia Baumann)
The Budget Update can be found in Attachment 1.

III. Center Returns—Transfer from Fund 15 to Fund 14 (Kathy Gibson)
See Attachment 2 for the Research Infrastructure Support Policy for Centers and Institutes. Concerns have been raised that remaining funds transferred from 15 to 14 would have to be returned back to research. This is not the case. These funds will stay in the college and departments are responsible for working with their budget centers to get the funds to them if there is any remaining. Applications are normally sent out in an August/September timeframe. Melissa Kelley clarified that there are PSA and E&G Indirects. PSA already returns fifty percent to Centers so there is no need to send an application for your extra 10 percent.

IV. Billing Rates for FY13 (Beverly Leeper)
Beverly thanked business officers for their help in submitting billing rate. Billing Rates have been received from most areas. Beverly is following up with areas that have not submitted their rates. Billing rates will go before the Administrative Council on March 26 for approval.

V. Procurement Update (Mike Nebesky)
Surplus: The surplus property warehouse now has space available. Now is the time to surplus. Do not wait until summer.
Year End Schedule: April 16 is the last day to process requisitions to be bid as RFP.
May 7 is the last day to submit purchase requisitions for bids over $10,000. These are guidelines and Procurement will work with departments for purchases that are necessary after deadlines. Vendor Fair: The Vendor Fair is scheduled for April 11 at Littlejohn Coliseum. More details will be published in the coming weeks.

Audit of P-card: Liaisons are to sign the monthly statement from the bank for the VISA charges. This documents that the chargers were reconciled. Liaisons should not sign the documents printed from CUBS. Additional information on the audit will be published in buyWays bullets. The supervisor of the VISA card is not required to sign the statement.

Software Purchases: Before purchasing any software departments should check out the CCIT website to see if Clemson already has a site license.

Heaters, Fans and Dehumidifiers: Approval must be granted by FMO before purchasing any heaters, fans, and dehumidifiers regardless of the cost.

Sales Tax Exemptions: Individuals processing invoices should be aware of any Sales Tax exemptions. Common exemptions can be found on the Procurement website. Some training will be coming out regarding sales, use tax.

Managed Print Services: An announcement regarding the MPS will be coming out in Inside Clemson next week from Ikon/Ricoh. The name Ikon will not be used any more. It will be Ricoh. Ricoh will be managing all University printing needs. Starting in April/May timeframe Ricoh associates will be on campus tagging all equipment (printers, faxes, copiers). This will start the transition to Ricoh.

VI. Other Matters

Travel Audit (Cathy Tillett): Terrell Singleton has just completed a travel audit. He looked at 71 different vouchers and his findings were minimal. Areas with findings will be receiving a report.

FY13 Audit Plan (Cathy Tillett): Cathy noted that she had not received any input from business officers on the FY13 Audit Plan. She is now planning to present the FY13 Plan to the Board at its July meeting. If Business officers have any input whatsoever, please send to Cathy.

NACUBO (Melissa Kelley): Melissa stated that the NACUBO Annual meeting is in July. If individuals register as a group a discount will be offered. The meeting is in Washington DC, July 28-31. Please let Melissa know if you are interested in registering as a group.

Annual Security Review (Steve Crump): The annual security review was completed this year via the web. After the review it was determined that the Human Resources department should be used for both the HR and Financial access lists (the “Origin” field in Financials was previously used to compile the Financials access listing). Steve asked business officers to send any comments to him related to the annual security review.

There being no further business, the meeting was declared adjourned at 9:00 AM.

Approved: Steve Crump, Comptroller
Budget Update – CBOG Meeting
March 8, 2012

- **State Budget:** Currently the House Ways and Means Committee version of the state budget is on the table, and it recommends no cuts in state appropriations for Clemson, both E&G and PSA. It does include some one-time funding for deferred maintenance and university initiatives. The House is currently deliberating this version, and then the Senate will take it up.

- **FY2013 Budget Development:**
  - Permanent Amendments and Departmental Reorganizations – due this past Monday
  - PSP is currently open and ready for position budgeting
  - PSP and Budget Development Training – refer to website for sessions and for any changes to deadlines www.clemson.edu/cfo/budgets
  - Changes to FY2013 budgets:
    - Fund 18 – continue to budget salaries and fringe as you did in FY2012; we will notify you early next week if your amount should change.
    - Distribution procedures for lab fees, distance education, sponsored GADs, and summer school will have some changes, mostly in the fund.
    - We will officially establish a project range for startup faculty costs, 156. COES has been using this range to track their start-ups, and it has worked well. Please be sure during budget development that you convert and setup new 156xxxx projects for startups.
    - All E&G F&A will be in fund 14.
    - The Budget Office will setup new subclasses, in the EGAPP node, to track future allocations of roadmap, such as Creative Inquiry and Faculty Cluster Hires.
    - The Budget Office will begin helping the budget centers transition to managing their own fringe costs. We will be working with HR and other units as necessary to develop procedures for campus, to ensure the success of the transition. At this time we do not have the details finalized, but we anticipate that FY2012 fringe budgets in fund 15 will recur and be included in your FY2013 budget development target sheets. This budget can be used to cover fringe for the salaries impacted by the move of Distance Education and other revenues from fund 15 to fund 14.
    - **Fund Balances**
      - 4xx subclass vs. 5xx subclass
      - FBxx departments will be inactivated
      - You may use the 4xx subclass for position budgets, but please make sure that these salaries and fringe are included in the E&G spending plan that you submit for FY2013.
      - E&G Spending plans during budget development – once approved, Budget Office will allocate to 4xx for holding crg, minus what you already have budgeted in salaries for 4xx.
Clemson University Research Policies Manual
Clemson University Sponsored Project Management

Research Infrastructure Support Policy for Centers and Institutes

Approved: January 6, 2011
Effective: January 6, 2011

Policy
All organized research centers and institutes at Clemson University are eligible to apply for research infrastructure support at a level of up to 10% of the F&A costs attributable to the Center/Institute. Centers of Economic Excellence are not eligible to apply since they represent individual chaired professors who are eligible to receive research infrastructure support through their colleges. The Office of Research will annually request applications for support. At that point in time, the Directors of the applicant Centers/Institutes should complete the appropriate form and submit the form and requested supportive materials to the Office of Research. The Clemson University Mission Vice Presidents (Vice President for Research, Vice President for Academic Affairs and Provost, Vice President for Public Service Activities and Economic Development) will then evaluate the applications. Funding will be based on progress of the institutes/centers in meeting the mission goals of the University and availability of funds. The Office of Research and/or the Office of the Vice President for Public Service Activities and Economic Development will then establish accounts for the Centers/Institutes receiving funding.

Approved: [Signature]
Vice President for Research

Date: 1/7/11