The Campus Business Officers Group met on Thursday, May 12, 2011, at 8:30 a.m. in 201 Sikes Hall. Present: Charles Tegen, presiding; Michelle Bright, Advancement; Kay Shaw & Melissa Kelley, Public Service Activities; Katherine Dobrenen & Amanda Powell, CCIT; Tony Dickerson, Student Affairs; Howie Roesch, & Regina Taylor, Engineering & Science; Regina Carroll, Health, Education & Human Development; Jimmy Barnes, Business & Behavioral Science; Gayle Kelly, Research; Kim Bodiford for Todd Barnette, Facilities; Jane Gilbert and Chris Wood, Academic Affairs; Tammy Crane, Cooper Library; Cathy Tillett, Director Internal Audit; Katie Hill and Sharon Littlejohn, Athletics; Takoma Peppers for Jacqui Stephens, Architecture, Arts & Humanities; Leigh Dodson, Agriculture, Forestry & Life Sciences.

Others present: Virginia Baumann, Budget Director; Mike Nebesky, Procurement Director; Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Ami Hood, Payroll Director; Karen Robbins, Director R&R; Sherri Rowland, Accounting Services; Amy Madden and Kathy Dively CFO’s Office; Beverly Leeper, Comptroller’s Office.

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

II. HR Topics (Michelle Pickutowski)
Employee Luncheon: The Employee Luncheon was a great success; about 1200 people participated in this event. Employees do notice whether or not their administrators participate in this event and it is a good morale boost for employees to see their administrators participate. EPMS: There are a large number of EPMS forms that have not been completed. A letter is going out to all supervisors who have not completed EPMS forms. VPs, Deans, and Directors will also be receiving notice of evaluations in their areas that have not been completed. Michelle will be submitting the list of uncompleted evaluations to the President June 1st. Retirement Incentive and Voluntary Separation Plans: Michelle is working with many areas on VSP and RIP plans. Copies of the plans will be sent to business officers and deans in the near future for their respective areas. Michelle will meet with Deans and VPs after her email goes out today. She expects to have these meetings next week. CHRO Search: The search for a CHRO is ongoing. The search team interviewed 18 candidates and narrowed those down to four. These four candidates were on campus the first week of May. July 1 is the target date for the completion of the search. Bonus: In response to a question related to guidelines for bonuses. Michelle responded that no additional guidelines have been received from the Administrative Council to date.

III. Payroll Update (Ami Hood)
Off Cycle Checks: Payroll has created a new form for off-cycle checks. These are checks that are not produced during the normal payroll process. Payroll has combined the Express Paycheck Request and the Adjustment of Payroll Check Request forms. The new form is called “Request for Off-Cycle Payroll Check.” HR Managers will have a signature line on the new form. Ami reported that 140+ checks have been requested since January. At business officer’s request a
listing of off-cycle checks for business centers can be provided. Notification will be sent when the form is implemented and available on the website.

**On-Line Special Pay:** A change has also been made to the on-line special pay. When “Other” is chosen for the special pay a comment will be required.

**Moving Expenses:** Taxable moving expenses need to be processed as a special pay. When a new employee is paid for related relocation expenses with a voucher before the employment date, the employee will still have the taxable amounts reported on their year-end W-2 Form. Ami will be running queries every month to determine who should be taxed on moving expenses.

**IV. Budget Update** (Virginia Baumann)

FY2012 Budget Development: Virginia thanked all business officers for their patience and hard working during this budget development cycle. The Budget Office is currently reviewing your FY2012 budget submissions, and will be contacting you soon for the signed submission. Please make sure to document the problems that you had with the budget development panels, as the Budget Office will be requesting this from you soon in order to make improvements to the system as soon as possible.

State Appropriations: Clemson is still looking at a 6% cut on Clemson E&G appropriations, $3.8M, and a 2.8% cut on PSA appropriations, $804K, for a total of $4.6M.

**V. Changes in Revenue & Receivables Area** (Charles Tegen/Karen Robbins)

As a result of the consultant’s report recommendations that focused on how to best serve the students, parents, faculty and staff, University Revenue and Receivables has been reorganized into two separate departments—Cash and Treasury Services & Student Financial Services. Cash and Treasury Services will serve the needs of University departments and external customers. Student Financial Services will serve the University’s student population and their parents. See Attachment 1 for additional information. A new student system and a new receipting system are both being planned.

**VI. Foreign Travel Approval** (Charles Tegen)

All travel outside the US, Canada, and Puerto Rico requires approval prior to the beginning of the trip. The revised policy is attached (Attachment 2). Charles noted that this policy may need to be expanded in the future include international issues related to taxable income, security of sensitive materials, adequate insurance coverage and other related matters.

**VII. Start-Up Support** (Charles Tegen)

Charles distributed a draft definition for proposed *Program Codes for Faculty Startup Support* (Attachment 3). He requested that business officers send any feedback to him on these definitions. He stated that a subprogram code will provide a consistent way to track startup costs at the college and university levels.

**VIII. Procurement Update** (Mike Nebesky)

**Vendor Registration:** The Vendor Registration site was rolled out since the April meeting. A few changes were made yesterday. One change (not to be publicized) is there is now an option for vendors or individuals who are getting one-time reimbursements from the University to register without social security number. These one-time refunds would not be taxable issues. Overall
feedback has been positive on the change management pieces. Please send comments or suggestions to Mike Nebesky.

**Contact Information:** Procurement, CCIT and Public Affairs are asking departments to provide contact information to be used in emergency situations such as fax numbers and an emergency cell phone. A form is located on the Procurement Services website for departments to provide this information.

**Sam’s Club:** Mike noted that receipts for purchases bought at Sam’s Club are not being turned in within 5 days of purchase as required by the policy. If this continues, Clemson staff and faculty may lose the ability to charge items at Sam’s.

**End of Year:** There is a link on the Procurement site for details on general year end questions—PO closings, roll-overs, etc. Departments should pay all invoices before July 1 for services/items received by June 30, 2011.

**Direct Payment Form:** Beginning June 1 the Direct Payment Form is not going to encumber amounts over $2500.

**Net 30:** Beginning July 1, 2011, Clemson University will begin paying vendors on Net 30 term, this is 30 days after the invoice date or goods/services are received.

**IX. FY2012 Monthly Closing Schedule (Sherri Rowland)**

Sherri Rowland reported that the FY12 monthly closing schedule is now posted on the Comptrollers homepage at [http://www.clemson.edu/cfo/comptroller](http://www.clemson.edu/cfo/comptroller) as well as the CUBS homepage quick links at [http://www.clemson.edu/ccit/software_applications/cubs](http://www.clemson.edu/ccit/software_applications/cubs)

**X. FY2012 Audit Plan (Cathy Tillett)**

Cathy Tillett distributed the *Internal Audit Plan – FY2012* (Attachment 4). She reported that the Board of Trustees approved this Plan at its April 15, 2011, meeting. Gray areas noted on the Plan are campus wide audits.

**XI. Other Matters**

**F&A Rates:** Beverly Leeper reported that Clemson has received official notification that the F&A rates have been approved through FY15. FY11 and FY12--48.5%; FY13--49.5%; FY14&15--50%.

**Pooled Fringe Rates:** An email has also been received that the proposed FY 12 pooled fringe rates were approved. These rates are posted on the Comptroller’s website once we receive the written agreement.

**Sales & Use Tax Training:** The Sales & Use Tax Training is June 1. The class will be held in the McKissick Theatre in the Hendrix Center. The class will be webcast for those off campus. Cathy Tillett will send a Sales Tax resource document to all that are enrolled. This document is to be used for reference only; it is not a handout for the class. The question was asked if the webcast is available for individuals on campus. Mike Nebesky will check with Penni Douglas and send out notification of the availability.

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

**Approved:** Charles Tegen, Comptroller
Welcome to Student Financial Services

The Student Financial Services Office is conveniently located on the ground floor of Sikes Hall, in the same building as the Financial Aid Office and the Registrar's Office.

To best serve the Clemson University community, we strive to make student billing and payment information clear, accessible, and seamless to our students, families, faculty, and staff. A self-service web-site (SISWeb) provides access any time of the day. During business hours, the Student Financial Services counselors are available to assist you by email, phone, or in-person.

We are dedicated to helping students and their families in the pursuit of their academic goals by providing information and resources in an individualized manner. We are committed to serving all in an environment of equality, responsibility, and dignity.

Student Financial Services will serve the University’s student population. Our new website can be accessed here: http://www.clemson.edu/cfo/receivables/sar/index.html

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**Student Services Team**
- Student Customer Service
- Student Communications
- Student Payments

**Team Members:**
- DJ Wetzel, Kelly McCuin
- Christi Patterson, and DeAndra Weaver

**Student Services Operations Team**
- Student Billing
- Bill Adjustments/Refunds
- Payment Plans, Loans
- Invoicing for Scholarships, Fellowships, Grants, GI Funding

**Team Members:**
- Sheila Buchanan, Rebecca Pruitt, and Gail Simpson

**Student Services Accounting**
- Direct Lending/Federal Funds
- Contact: Regina Lee

**CONTACTS**

Christi Chambers
chchamb@clemson.edu
864-656-7315
Student Services Mgr.

Linda Henderson
lindah@clemson.edu
864-656-1313
Student Accts Ops Mgr.

Karen Robbins
Director
Student Financial Services
kr@clemson.edu
Welcome to Cash and Treasury Services

University Revenue and Receivables has been reorganized into two separate departments, Student Financial Services and Cash and Treasury Services. This redesign allows each department to be a proactive, strategic area that enables the University to achieve goals related to student receivables, cash receipting, banking and accounts receivable. This change will allow both departments to better serve their customers and continue to provide excellent customer service.

Cash and Treasury Services will serve the needs of University departments and external customers. Our new website can be accessed here: [http://clemson.edu/cfo/cash-treasury](http://clemson.edu/cfo/cash-treasury)

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**CONTACTS**

Catherine Freeman
cdorfne@clemson.edu
864.656.0530
* Merchant Card Services
* Banking Services

Gail Gilbert
gaiig@clemson.edu
864.656.5601
* Cash Receipting

Tara Long
long@clemson.edu
864.656.5604
* Accounts Receivable

Stephanie Wald
waldz@clemson.edu
* Accounts Receivable

General Information
864.656.2321

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**Merchant Card Services**
- Credit and Debit Cards
- Pay Cards
- Payment Card Industry
- Data Security Standards

**Cash Receipting**
- Travel Advances
- Petty Cash and Change Funds
- University Deposits
- Cashiering System
- Maintenance

**Accounts Receivable**
- Invoicing
- Electronic Payments
- Uncollectible Accounts
- Write-off
- Inter-Departmental Transfers
- Customer Database
- Maintenance
- Invoice Payment Processing
- Credit Card Payment Processing

**Banking Services**
- Bank Accounts
- Banking Products

Phyllis Dunne
dunne2@clemson.edu
864.656.0879
* Policy Liaison with
  - State Treasurer
  - Banks
* Strategic Planning
Accounting Services

FOREIGN TRAVEL
Effective: 7/16/1984
Revised: 5/1/2011

Responsible Office: Comptroller

Regulatory Authority: State of South Carolina Budget and Control Board Policy

All travel outside the United States, Canada, and Puerto Rico requires approval prior to the beginning of the trip.

Foreign Travel Approval

1. Approval for Foreign Travel may be delegated by the President, Vice Presidents, Chief Financial Officer, and the Secretary to the Board within their areas as is appropriate. Ultimate responsibility resides with these individuals.
2. All Foreign Travel paid from sponsored grants & contracts (fund code "20") must have prior approval of the Office of Sponsored Programs Accounting Administration.
3. Delegation of Responsibility for the Vice President of Academic Affairs and Provost - Deans must secure prior approval of the Provost or the Provost's designee(s) for Foreign Travel. Faculty and staff members in departments within the Provost's immediate budget center must secure prior approval from the Provost or the Provost's designee(s).
4. Foreign Travel - Public Service Activities (Federal or State Funds). No foreign travel will be paid from public service activities federal or state funds. Exceptions can be made with written approval of the Vice President for Public Service and Agriculture.
5. Responsibility for Reporting of Foreign Travel to the State Budget and Control Board is assigned to the Comptroller's Office.

Foreign Travel Guidelines: Refer to CU Department Information on the Procurement Services web site.
FOREIGN TRAVEL FORM
DRAFT - Proposed Program Codes for Faculty Startup Support

Please provide comments to Charles.degen@demson.edu by May 23rd

INSTRUCTION

Startup Support - This category includes expenditures of programs that are instruction related activities with specific funding committed as part of the recruitment of new faculty members. Funding may be used for the development of scholarly activities, graduate assistants, equipment and related salary supplements.

RESEARCH

Startup Support - This category includes expenditures of programs that are research related activities with specific funding committed as part of the recruitment of new faculty members. Funding may be used for the development of scholarly activities, graduate assistants, equipment and related salary supplements.

PUBLIC SERVICE

Startup Support - This category includes expenditures of programs that are public service related activities with specific funding committed as part of the recruitment of new faculty members. Funding may be used for the development of scholarly activities, graduate assistants, equipment and related salary supplements.
## Internal Audit Plan - FY 2012

### ANNUAL AUDITS / CONSULTING

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<thead>
<tr>
<th>Budget Area</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV</td>
<td>Endowments - CU &amp; CUF</td>
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<tr>
<td>ADV</td>
<td>Gift Confirmations - CU &amp; CUF</td>
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<tr>
<td>ATH</td>
<td>Athletics - NCAA compliance</td>
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<tr>
<td>ATH</td>
<td>Athletics - ticket settlements/revenue</td>
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<tr>
<td>ATH</td>
<td>Athletics - football attendance verification NCAA</td>
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<tr>
<td>ATH</td>
<td>Athletics/IPTAY - Gift Confirmations</td>
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<tr>
<td>CFO</td>
<td>Environmental Health &amp; Safety</td>
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<td>CFO</td>
<td>Sponsored Programs - Accounting &amp; Administration (Grants)</td>
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<td>PAF</td>
<td>Student Financial Aid</td>
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<td>PRES</td>
<td>President's Office</td>
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<td>PSA</td>
<td>County Extension Services (Regional Business Centers)</td>
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### AUDITS FOR FY2012

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<tr>
<th>Budget Area</th>
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<tr>
<td>AAH</td>
<td>Construction Science &amp; Management - Industry Advisory Board</td>
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<tr>
<td>ADV</td>
<td>Finance Corp (Martin Inn, Golf Course)</td>
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<td>ADV</td>
<td>Office of Creative Services</td>
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<td>ADV</td>
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<td>BBS</td>
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<td>Animal Co-Products Research &amp; Education Center</td>
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<tr>
<td>CCIT</td>
<td>CCIT - Printing &amp; Plotting</td>
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<td>Student Information System Implementation</td>
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<td>CCIT</td>
<td>Footprints Incident Management System</td>
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<td>CFO</td>
<td>Procurement - P-Card Expenditures - University-Wide</td>
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<td>CFO</td>
<td>Procurement - Sole Source Purchases</td>
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<td>CFO</td>
<td>Facilities - External Service Contracts</td>
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<td>CFO</td>
<td>Travel - University-Wide</td>
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<td>CFO</td>
<td>Payroll - University-Wide</td>
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<td>Human Resources - Employee Background Checks</td>
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<td>CFO/PAF</td>
<td>Summer School Revenue Distribution</td>
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<td>COES</td>
<td>National Brick Research Center</td>
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<td>PAF</td>
<td>Office of the Registrar</td>
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<td>PRES</td>
<td>Access &amp; Equity: Office of Federal Contract &amp; Compliance Programs (OFCCP) requirements</td>
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<td>Regulatory Services</td>
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<td>Botanical Garden - Follow-up</td>
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<td>Institute for Nutraceutical Research</td>
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<td>SA</td>
<td>Campus Life Revenues: Tillman, Hendrix, Union, Outdoor Areas</td>
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<td>SA</td>
<td>KRONOS Timekeeping System</td>
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<tr>
<td>SA</td>
<td>Campus Banner &amp; Design Department</td>
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<tr>
<td>SA</td>
<td>Police Department: Clery Act - US Dept of Education</td>
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</tbody>
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Highlighted audits will cover various business areas.