The Campus Business Officers Group met on Thursday, September 9, 2010, at 8:30 a.m. in 201 Sikes Hall. Present: Brent Emerson, Director REPI, presiding; Michelle Bright, Advancement; Ami Hood, Business & Behavioral Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Diane Tinsley, Research; Mike Simmons for Kay Shaw, Public Service Activities; Katherine Dobrenen & Amanda Powell, CCIT; Leigh Dodson, Agriculture, Forestry, & Life Sciences; Jeff Rosenberger for Cathy Tillet, Director Internal Audit; Tony Dickerson, Student Affairs; Katie Hill and Sharon Littlejohn, Athletics; Howie Roesch, Engineering & Science; Regina Carroll, Health, Education & Human Development; Todd Barnett, Facilities; Jane Gilbert and Chris Wood, Academic Affairs; Tammy Crane, Cooper Library. Absent: Cindy Long, Board/President/Finance.

Others present: Charles Tegen, Comptroller; Steve Crump, Associate Comptroller, Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Mike Nebesky, Procurement Director; Virginia Baumann, Budget Director; Amy Madden and Kathy Dively, CFO’s Office; Beverly Leeper and Phyllis Dunne, Comptroller’s Office; Kim Thrower, CCIT.

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

XI. Other Matters (taken out of order)
Data Warehouse Dashboard: Amy Madden and Kim Thrower presented a demo of the updated Budget vs Actuals Report ‘Unrestricted Funds Total Resources – 5 Year Trend’ (which includes fund balance activity in the Data Warehouse Dashboard. These reports will be used in periodic financial meetings with VPs and Deans. Business officers were encouraged to access the Data Warehouse Dashboard. If anyone has any suggestions for improvements in the report, contact Amy Madden. If any problems are encountered with accessing the reports an email can be sent to DWHHELP-L for assistance.

II. Budget Update (Virginia Baumann)
The Budget Update can be found in Attachment I. The update includes information on Budget Office Contacts, Revenue Allocations, Performance Credits, Fund Balances and Surveys.

III. Procurement Update (Mike Nebesky)
The Procurement Update can be found in Attachment II. The update includes old information on disposal of copier hard drives, baggage fees should be paid at the time of the ticket purchase (If business officers are interested in establishing a Travel Card, contact Mike Nebesky.), and the name badge contract. New information on updated direct payment exemptions, voids and void/reissues, and “Self-generated/Program Related” contained in the disbursement grid. Mike Nebesky requested input on the meaning of self-generated/program related funds and he questioned if the grid needs to be updated to clarify the meaning of self-generated/program related funds. It was suggested that an exemption be created for these funds or a footnote be
added to the grid that would clarify the use of program related funds. Mike Nebesky requested that business officers email him with some examples to add to the exemption list related to program related funds.

Procurement Overview: Business officers were asked if they would be interested in having an overview of the systems--how CUBS, the accounting system, and buyWay$ tie together. The response was in the affirmative.

Metrics: Mike Nebesky requested business officers send him ideas on what kind of procurement metrics they would like to see each month.

IV. Plan for Spending FY 11 ARRA State Stabilization (Stimulus) Funds for E&G and PSA (Steve Crump)
This year Clemson will receive Federal Stimulus funds of $16.5 million in E&G and $2.6 million in PSA funds. The plan is to expend, account for, and draw down similar to the way we did E&G funds last year. Beginning with the October payroll through 3 or 4 payrolls, we will intercept and overwrite any Instruction program 1XX charges--1500000 and charge to 1501621. Due to the draw down and accounting for these pay periods the 1501621 project will be left open and payroll corrections for this project will be blocked. No stimulus funds will be used for VSP charges. PSA charges will be charged to 1001621. These changes will impact 2xx & 3xx, Research and Public Service programs. The University’s goal is to expend as much of the Federal Stimulus funds as possible before December 31.

V. Eliminate Private Queries in CUBS Financials (Steve Crump)
The financials 9.0 upgrade will begin after Thanksgiving. Steve Crump stated that any private queries that have not been opened or executed in the past 13 months will be eliminated prior to the Financials 9.0 upgrade. He asked that business officers review their private queries and open the ones they wish to keep. The target date is Friday, September 17, when queries will be deleted if not opened in the past 13 months. Steve also noted that there is no guarantee queries carried over from 8.8 will work in 9.0.

VI. FY2012 Proposed G&A Rates (Charles Tegen)
The proposed G&A rates for FY 2012 based on FY2010 revenues have been communicated to the Business Officers and are now located on the rates website. For planning purposes, a 6 and 7 percent rate is presented for next year. The rate will be finalized in the budget process for next year.

VII. Audit Update (Charles Tegen)
The FY10 Financial and Compliance Audits are still in progress. Steve Crump noted that only minor AP adjustments have been made after the year end close. These will be posted as September fund balance transactions. Related to the audit, Charles and Steve will sign an audit representation letter. In turn, business officers are asked to sign a fiscal year end review letter. Charles has sent this communication to business officers via email.
VIII. State Travel Reporting (Charles Tegen)
The top 25 travelers are reported to the state and total travel for the University is reported to the State. Business officers and Deans/VPs will be sent information if they have employees in their college/division that are top 25 travelers along with the data that was used to compile the report. The report is due September 20. If there are any questions about the data, please contact Beverly Leeper as soon as possible.

IX. Draft Computer Procurement Policy (Brent Emerson)
CCIT will be specifying preferred lap tops for the university and the units specified will need to be purchased for staff unless an exemption by a dean or department head is granted. A standard desk top computer will also be specified for staff. If standard units are used, it will be more effective for TSPs. Conscious decisions about purchasing lap tops or desk tops must be made. The Computer Procurement Policy will exempt faculty. It is estimated that one-half million dollars in savings will be realized on the purchase of computers. Email Brent Emerson if you have questions concerning this policy.

X. Filing Business Process Improvement (Brent Emerson)
Brett Dalton has instructed Brent Emerson to focus on process improvement for University functions. Regina Carroll agreed the HEHD budget center would work with REPI staff to gather information on the filing process. Information on standardization of materials, retention—state vs university, and office practices in terms of individual’s specific responsibilities is being gathered.

XI. Other Matters
CLEAR: Roberta Elrod informed business officers that effort reports for the summer semesters I and II will be available soon.
CURF: Steve Crump reported for Cheryl Dean that CURF business closed last week and funds will be rolled forward. CUF will be closed in the next two weeks.

The meeting was declared adjourned at 9:30 a.m.

Approved: Brent Emerson
Director, Resource Efficiency and Process Improvement

attachments
Budget Update – CBOG Meeting
September 9, 2010

• **Budget Office Contacts:** The Budget Office will be letting each budget center know who their Budget Office contact will be in the near future.

• **Revenue Allocations:** We have received the report for Summer Session II and should be allocating on campus revenues to you next week. F&A should be done by the end of September.

• **Performance Credits and Fund Balances:** We are currently preparing budget amendments and communication to distribute an allocation of fund balances and performance credits in FY2011. This allocation matches the plan that was approved by the BOT in the FY2011 budget to include 100% of fund 13, 100% of fund 14, 100% of newly generated F&A, another 30% of FY2008 and FY2009 performance credits, and unspent performance credits in FY2010 that were designated for pre-paid items and plans. Further distributions of performance credits, which would include the newly generated performance credits from FY2010 budgets, the remaining unspent performance credits in FY2010 not designated for use in FY2011, and the remaining “40%” of FY2008 and FY2009 performance credits, will have to be presented to and approved by Admin Council in the near future. We are currently preparing scenarios for the release of a mixture of these performance credits. Please remember to use the 4xx subclass range for budgeting all fund balances and performance credits, including fund 16. If you allocate your performance credits to another budget center, you will need to have a project created for the spending of your budget center’s performance credits by another budget center, and the receiving budget center will need to spend in that project, with the 4xx subclass. If you have some departments with deficits and you want to address them, then contact someone in the Budget Office for assistance. DO NOT SETUP NEGATIVE FUND BALANCE/PERFORMANCE CREDIT BUDGETS. Your budget center is responsible for the fringe expense incurred from using performance credits in fund 15 on salaries; therefore, whatever fringe posts to the 4xx subclass is NOT covered by central campus and should be covered with performance credits. We have already allocated advances of performance credits and fund balances to some of you who had journal entries hitting the 4xx subclass in July or August.

• **Surveys:** We will be asking the business officers to complete a survey giving the Budget Office your opinions and suggestions of processes.
Procurement Services Information
CBOG September 9, 2010

This update is posted at: www.clemson.edu/cfo/procurement under the Announcements section on left hand side of screen.

Old Information:

1. **Copier Hard Drives**: Procurement and CCIT are working with our copier vendors regarding the turn in of end of lease copiers. The draft matrix that was given to business officers last month can be used based on the information on it (i.e. certain manufacturers have detailed instructions that you can follow). Those that have copiers with vendors we are still working to finalize (Oce/Imagistics and Kyocera), please contact Procurement prior to turning in these copiers.

2. **Baggage Fees**: In January CBOG discussed baggage fees and how to pay for them. CBOG agreed that we would allow baggage fees to be paid for with p-card along with the airline ticket. However, to clarify, the baggage fee can be paid for using a p-card if paid for at the time of purchasing the airline ticket. It is NOT expected that a baggage fee paid for at the airport or at time of check-in be paid for using a p-card.

3. **Name Badge Contract**: Procurement recently awarded a new contract for name badges to Ryder Engraving. To order from Ryder, simply use the Name Badge form in buyWays, which is all set to allow you to enter information and select one of three University word marks and two badge types.

New Information:

1. **Direct Payment Exemptions**: Procurement recently updated the list of procurement exemptions on our website, to remove some that don’t apply, clarify a few others, and add a couple of new ones that we saw a need for based on transactions in buyWays. Please be sure you know what the exemption means before you use it. If you are not sure, ask us. We are seeing people choosing exemptions because it sounds okay, but in reality it is the wrong exemption or really not an exemption at all. If an exemption is chosen, it is up to the person that chooses that exemption to be able to justify using that exemption (same as pre-buyWays!). Procurement is going to start increasing our monitoring of exemption use, but please don’t take these for granted.

2. **Voids and Void/Reissues**: One of the main goals of buyWays is to get something right on the front end and to eliminate added work to correct errors - thus the added steps buyWays requires versus simply entering a voucher. However, users still are having a hard time getting it right and are continually asking Procurement / Disbursements to cancel and/or close vouchers where chartfield strings are wrong, wrong vendors are selected, wrong amounts entered. We are no longer going to do void/reissues. If there is a screw up and we catch it in time, we will cancel a voucher, but that will then need to be started over 100% of the time in buyWays. We do know that not seeing a remit to address has caused some problems and are working to address that, but that is still a small portion of what we are seeing as requests for canceling invoices.

3. **“Self-generated / Program Related”**: The new (2007) disbursement grid contains a column for “self-generated” funds and states “must be Program Related.” There has been discussion regarding what exactly this means and question on whether the grid needs to be updated to clarify. CBOG will discuss and grid will be updated accordingly.