The Campus Business Officers Group met on Thursday, November 8, 2012, at 8:30 a.m. in the President’s Conference Room, second floor, Sikes Hall. Present: Charles Tegen, presiding; Katherine Dobrenen and Amanda Powell, CCIT; Tony Dickerson, Student Affairs; Christina Bedenbaugh, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Chris Wood, Academic Affairs; Debra Whitfield 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; Virginia Baumann, Budget Director; Scott Pigeon, Procurement; Beverly Leeper, Cost Manager; Steve Robbins and Lisa Powers, Student Affairs, and Kevin Mckenzie, CCIT.

I. Welcome & Introductions (Charles Tegen)
Charles Tegen called the meeting to order and welcomed business officers. He recognized Steve Robbins, Lisa Powers, and Kevin Mckenzie and attention was then directed to the next agenda item—the New TigerOne Card.

II. New TigerOne Card (Steve Robbins, Lisa Powers, Kevin Mckenzie)
The TigerOne Card has been redesigned to incorporate new technology. There will be one card for students, employees, and affiliates. Retirees will no longer receive official University ID cards. Information on the front of the card will be the ID picture, the individual’s name, and the XID#. The CU ID# will no longer be used on the card. The XID# will be stored in Track 1 of the card. Track 2 will store the 16 digit ISO# to ensure financial transactions are secure. This is part of the solution to protect your identity on campus. The new TigerOne cards will be distributed December 3-14th at the Hendrix Center Ballroom from 8-6 pm. Volunteers to help with distribution of cards would be appreciated. Please send Lisa Powers names of those willing to volunteer for 3-hour time blocks. Old cards will not be taken up when the new card is distributed. Old cards will have to be used until the 19th. The new cards will be activated on December 19th and the old cards will not work on that date. Lisa Powers has been working with contacts at 13 off campus sites to ensure that off site employees receive their new cards during the same timeframe. Lisa noted that Campus Recreation is also changing their system and information will be published soon on those changes. The TigerOne office in Fike will be closed during distribution of the cards. TigerOne staff will be in temporary space at the Hendrix Center during distribution.

III. Budget Update (Virginia Baumann)
Compensation Plan: Budget amendments for the Compensation Plan have been processed. Business officers should contact Virginia Baumann if they have questions or concerns.
Performance Credits: Performance credit information has been sent to each budget center. The Budget Office will be processing budget amendments to budget the reserve balances in the 5xx subclass for fund 15. The Tracking Report will no longer be required going forward for 4xx and 5xx subclass. Any concerns please contact Virginia.

2014 Budget Development: The State process has begun. The Budget Office has prepared a timeline which is awaiting approval. Tentative timelines are: Student Fees due February 20. This pertains to any new fees or changes to current fees. Target date for fees to go to AC for approval is March 11, 2013. Other tentative dates are: Position Budgeting starts March 5; FY 2013-14 Budget Development starts March 26; Budget process completed by April 26.

IV. 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 Catering Changes, 2) Staples/Paper Update, 3) Graystone Advertising, 4) P-Card and $2500-$10K Purchases, 5) Electronic Funds Transfer Portal, 6) Holiday Payment Schedule, 7) Staples Rebates Accounts, 8) buyWayS Training, 9) buyWayS Roles and Workflow Annual Review, and 10) Upcoming Contracts for Custodial Services. See the Update at Attachment 1 for details on these items.

V. Other Matters
Dept of Revenue Security Breach: Kevin Mckenzie encouraged the group to take advantage of the one year free offer with Experian to protect your ID. He recommended that employees request their Credit Reports from the 3 major firms. He also suggested that employees may want to initiate a Credit Freeze on their accounts.

Internal Audit (Cathy Tillett): Internal Audit is beginning a payroll audit. Focus is on looking for active employees who are not receiving pay checks. Business officers will be informed of the department and supervisor of these employees.

SACUBO: (Charles Tegen) The SACUBO Drive-In Workshop will be held at MUSC on December 10 & 11th. The annual SACUBO meeting will be held in Atlanta, GA, April 21-23, 2013.

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

Approved: Charles Tegen, Comptroller
Procurement Services Information  
CBOG November 8, 2012 

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

Old Information: 

1. ARAMARK Catering Changes: Dining Services has updated their policy on catering in terms of addressing what does and does not need to go through ARAMARK when it comes to catering on campus. Please review the details on the new policy here - http://www.clemson.edu/cfo/procurement/documents/Clemson_Food_Waiver_Infoupdated9.26.2012.pdf.

2. Staples / Paper Update: As noted last month, OfficeMax has the State contract for desktop delivery of recycled paper. This is the preferred, sustainable purchasing option for copy paper. However, when not practical; virgin paper is available from both OfficeMax and Staples for desktop delivery. There is no contract for desktop delivery of virgin paper, so purchasing from either source is acceptable.

3. Graystone Advertising: Clemson did not renew our contract with Graystone Advertising for the advertising of open positions with various publications. What that means is that you can continue to use Graystone for individual advertisements where the total value of the purchase to Graystone is <$10K (i.e. use the normal procurement process whereby a purchase <$10K requires price references or other justification that the price you are paying for it is fair and reasonable). If it is going to be over $10K, then you can place an order directly with the publication (using the procurement exemption #19 for advertising) or Procurement can do a bid for the advertisement. To summarize, you can NOT contract with Graystone for a job that is >$10K without a bid.

4. P-Card and $2500-$10K Purchases: Last year, the procurement policy was changed to allow purchases between $2500 and $10K to be made without obtaining written bids – price references or other justification that a price is fair and reasonable is all that is required. The policy also allowed the p-card to be used for purchases in this range when the price references or other justification can be provided. However, most p-card will need to have their limits raised to make a purchase in this range. When requesting an increase in your p-card limit to Lynn Crawford, be sure to tell her you have two other price references or some other justification. Do NOT simply just send her a request to raise your limit. See here for more details on when a p-card might be appropriate to use for purchases in this range - http://media.clemson.edu/procurement/decisiontree.pdf

5. Electronic Funds Transfer Portal (Employee reimbursements): Will be moved to Oracle Financials once all users are loaded to FPPRD. All employees will have access to Self Service to view detail of reimbursements for the past 365 days. An announcement will be sent via Listserv or announced in inside Clemson when the application is complete.

New Information: 

6. Holiday Payment Schedule is posted on the Procurement Services website under Announcements. Disbursements will process all payments (Checks, EFT, ACH, Wire) beginning in November:

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Payments through Invoice Due Date</th>
<th>Checks Mailed</th>
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<tbody>
<tr>
<td>November 20</td>
<td>November 26</td>
<td>Electronic Payment Only</td>
</tr>
<tr>
<td>November 21</td>
<td>November 28</td>
<td>November 21</td>
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<tr>
<td>December 18</td>
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<td>Electronic Payment Only</td>
</tr>
<tr>
<td>December 20</td>
<td>January 2</td>
<td>December 21</td>
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7. Staples Rebates - Please contact Angela Wiggins if you haven’t already done so, with a dept and project to be used to deposit your rebate to your budget center. Here is the chartfield string: 14-000-4751-xxxx-130-14xxxxx . A detailed report will be published by budget center at: P:\CUBSRPT\Staples Rebates\FY2013\Qtr1 We’re waiting until all areas have provided the deposit account before completing the journal entry.
8. **buyWay$$ Training** - Has your role changed? Are you a new employee? Need a brush up on getting the most out of eProcurement? Contact cubuyways@clemson.edu to set up your individual/dept. education session.

9. **buyWay$$ Roles and Workflow Annual Review**: Procurement has sent files out to Business Officers last month requesting update to personnel role and/or dollar approval limit changes. This is a required annual certification to confirm user roles and workflows within buyWay$$. If you have feedback for us on how we can better share accomplish and validate this effort.

10. **Upcoming Contracts** – The new campus Custodial Services contract has been advertised, bids received and is under evaluation with an expected award date of late December.