The Campus Business Officer's Group met on Thursday, June 9, 2016, at 8:30 a.m. in the President's Conference Room, second floor, Sikes Hall.

Present: Steve Crump, Associate VP & University Controller, presiding

Jimmy Barnes, Business & Behavioral Sciences; Leigh Dodson, Agriculture, Forestry, & Life Sciences; Todd Barnett, University Facilities; Carla Bennett, Business & Behavioral Sciences; Savannah Wiggens for Regina Carroll, Health, Education, & Human Development; Tammy Crane, University Libraries; Tony Dickerson, Student Affairs; Kathy Gibson, Research; Melissa Kelley, Public Service Activities; Eric George, Athletics; Jacqui Stephens, Architecture, Arts, & Humanities; Katherine Dobrenen for Carla Rathbone, CCIT; Erin Thomas, President/Board/Finance; Cathy Tillett, Director Internal Audit

Staff Present: David Watson for Virginia Baumann, Budget Director; Kayne Evans & Stephanie Barker, Cash & Treasury; Kelly Collins, Administration & Research Support; Roberta Elrod, Director Grants & Contracts Administration; Jake Kransteuber, Office of VP for Finance & Operations; Scott Pigeon for Mike Nebesky, Procurement; Beverley Leeper, Cost Manager; Logan Rice, Human Resources; Karen Robbins, Student Financial Services; Sherri Rowland, Director Accounting Services

I. Welcome & Introductions

Steve Crump called the meeting to order and welcomed business officers. New faces and guests were introduced: Savannah Wiggens representing Regina Carrol, Health Education & Human Development, and Carla Bennett, new Business Officer for the College of Business.

II. Policy Updates

Logan Rice introduced the Office of Human Resources (OHR) Policy Initiative which is based on best practices with Cornell University and the Association of College and University Policy Administrators. The purpose of this initiative is to define the policy creation and update process, and update existing OHR policies. The newly defined process integrates stakeholder feedback in the development of the policy and provides for communication planning and implementation to ensure the Clemson Community is notified of changes to policy, why the changes were made, and how the changes affect the community. CBOG has agreed to be a stakeholder for OHR policies, and will be participating and providing feedback to OHR as policies are developed and updated. Jade Wimpey will be the coordination point for disseminating draft policies to members of the CBOG and for consolidating the members’ input before returning to OHR. OHR is dedicated to having all policies updated in the new format in May 2017. Questions and/or concerns may be directed to Logan Rice at jlrice@clemson.edu. More info on CBOG Backup pg.1

III. Cash & Treasury Update

Stephanie Barker presented the following items: (Both to take effect July 1, for presentation see CBOG Backup pg.6):

a) Updated Incentive Card Policy – to address the dissatisfaction rate with current process, the office conducted a lean review and made necessary changes to the process, including NGC punch-out open to all BuyWays purchasers, one disbursement log and request form for all incentive card types, Cash & Treasury approval step removed from workflow, etc.
For the complete Incentive Cards Policy, Incentive Procedure, Order Process, and FAQ’s see CBOG Backup pg.10-18.

b) New Temporary Petty Cash Advance Policy – Advances will now be available for student travel, research study participants, awards/prizes to support student activities, and other valid expenses that cannot be processed by the University's purchasing system or PCARD. Requests must be made at least 3 days prior to the funds being needed. Departments are responsible for documenting the use of advances and retaining documentation for auditing purposes. For more info, see CBOG Backup pg.19.
   a. It is up to the department’s discretion as to which account to reimburse projects/grant funds.
   b. Melissa Kelly suggested there should be a way to make sure the departmental accountant gets a copy of the form to know to expect a reimbursement; Stephanie stated that they can add a rule to notify the departmental accountant.
Stephanie requests any feedback/changes to either policy by Wednesday, June 15.

IV. Pooled Fringe and F&A Rates
Beverly Leeper reminded members that effective July 1, new Pooled Fringe and F&A Rates are available on their website (also see CBOG Backup pg.22). There are new split student fringe rates for graduate (5226 account) & undergraduate (5233). New F&A rates will go up to 52.5%.

V. Procurement Update
Scott Pigeon presented the following procurement updates:
   • The office has rebranded and is now Procurement and Business Services.
   • The office will be taking on and managing mail services, student mail boxes, rental vehicle ops, printing services, and related areas.
   • New joint marketing initiative to handle not only Athletics, but Clemson University as a whole in hopes of improving communication efforts on campus. More info to come.
   • Procurement Survey feedback – sent to Buyways community with over 300 respondents so far. Asking for feedback or survey submission from members.
   • Forming a Procurement Advisory Council – looking for peer submissions, to submit fill out appropriate section on Survey mentioned above.
   • New Furniture Contract with Swift Space - mobile, collapsible furniture great for multipurpose areas. If interested, contact April Pitts (apitts@clemson.edu).

VI. Other Matters
   • Sherri reminded members that the new fiscal year is approaching, dates are available on their website. July 11-15 are final deadlines.
   • Cathy Tillet reminded members to provide requested grant information to Arthur Leonard and her office as soon as possible so they can update the external auditors in preparation for the Board of Trustees meeting. If you have any questions, contact her.
   • David Watson – Budget Update:
      o Final appropriations are coming in from the state: $5M in E&G recurring and $2.5M non-recurring, including a 3.25% COLA pay increase for state employees.
      o Working on summer school allocation, should be finalized in the next 2 weeks.
   • Beverly reminded members that new fringe and COLA rates will be on first July paycheck.
CAMPUS BUSINESS OFFICERS
June 9, 2016
President's Conference Room
Sikes Hall

There being no further business, the meeting was declared adjourned at 9:18am.