The Campus Business Officer’s Group met on Thursday, September 8, 2016 at 8:30a.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.

II. Employee Tuition Assistance Program
Steve Crump introduced Lisa Gagnon – Benefits Manager, Human Resources – in order to go through the basics of the new Employee Tuition Assistance Program (ETAP). The goal of the ETAP is to encourage professional growth, enhance employee performance and support employee career development. Highlights included: Eligibility requirements, Access to Benefit, Total Value of Benefit, and the timeline. The application will be announced this coming Spring 2017. The office will continue to communicate with eligible employees in Summer 2017, and the program will be fully implemented by Fall 2017. Contact HR for more information and any questions regarding the program.

III. Digital Asset Tracking (DAT)
Steve crump introduced Cindy Hadlock, Ryan Masters, and Nancy Griffis to discuss the prototype Digital Asset Tracking System. Cindy walked the meeting through the DAT reports and how employees can now upload Excel Spreadsheets directly into the system in order to be able to maintain continuous track of all assets that are worth $5000 or less. If there is any additional equipment that needs to be added to the system, please contact Laura McAllister (LMCALIS) or Cindy Hadlock.

IV. Budget Update
(Lost who ran this portion of the meeting and exactly what was said. What I got was: they are working on the Cost of Living and budget allocations. FNA should be finished by the end of the September. Need to get the breakdown of this information from whomever discussed it)
V. Controller Updates
Steve introduced Jeff Leeper and Andrea Bourff, who will be working on performing observations of the equipment inventory. They will be contacting individuals in order to arrange viewings of equipment to find equipment that should be in surpluses. The office is also working on implementing some new systems and tech such as RFID Tags.

Ami Hood presented the following about the Kronos Rebranding Relaunch:
- Planning to bring Workforce Insight onto campus to engage with employees across campus in order to see what is being done well and not well with Kronos
- Planning to take the feedback and enter into the relaunch of Kronos
- Any employee that is not on Kronos by Dec 1, will remain on the same system that they are currently on – i.e. time sheets, etc...
- Goal is to interview stakeholders and to reexamine Kronos set-up
- Benchmarking against other industry standards, updating assumption
- Timeframe will be late winter or early spring
- Kronos mobile will be provided to all users

VI. Cash and Treasury Services Updates
Stephanie Barker presented the following updates: “Employee Travel Advance Policy Changes” “New Online Receipts Training” and “New Credit Card Merchant Manual”

- Highlights:
  - All changes to the travel policy are in order to be in Compliance with the State of South Carolina
  - Receipt training will be online for any employee who has already attended an in-person session
    - Any new employee are still required to attend in-person sessions
- Asked members to review the New Credit Card merchant Manual and requested feedback

VII. Procurement and Business Services Update
Updates as follows:
- As the university goes through a reorganization, Procurement will not be referred to as Procurement and Business Services (PBS)
- Angela Williams has left to work for CCIT and has been replaced by Alyson Pattent
- “Dispersants” has been replaced by “Accounts Payable”
- Lori Briar is now going to be handling the strategic ops, customer training
- Scott Pigeon will be heading up Business Ops and Internal Ops, such as Blue Cheese and Travel

Travel Updates:
- Christopherson will be used for business travel – online tool
- Concur is the top travel online booking tool for all employees
  - Good for employee, student, and group travel
  - Do not have to send a requisition because they are a contract provider
• Domestic Travel - $9, International - $26
• For more information go to Clemson online and search “Travel” – will be the first link to appear

VIII. Other
• Catherine is working with procurement in response to an audit finding regarding information technology
  o New policy is being put into place for purchasing Information Technology with vendors in order to ensure that the vendors are providing the correct level of service and security for the University
  o Policy is currently in review
• Audit Update – final day was past Tuesday
• Payroll phishing attacks – at least 50 since June
  o CCIT put additional process in place to better screen attacks
  o Moving toward a two factor Identification

There being no further business, the meeting was declared adjourned at 9:38am.