The Campus Business Officer’s Group met on Thursday, April 13, 2017, at 8:35 a.m. in the President’s Conference Room, second floor, Sikes Hall.

Present: Steve Crump, presiding; Leigh Dodson, Agriculture, Forestry, & Life Sciences; Cindy Jefferson for Carla Bennett, College of Business; Regina Carroll, College of Education and College of Behavioral, Social & Health Sciences; Jacqui Stephens, Architecture, Arts, & Humanities; Erin Thomas, President/Board/Finance; Kelly Collins, College of Engineering, Computing and Applied Sciences; Lisa Bona, Student Affairs; Teresa Hollifield, Student Affairs; Amanda Powell, Clemson Computing and Information Technology; Debbie Newsom, Clemson University Foundation; Chris Wood, Vice President for Academic Affairs and Provost; David Watson, Office of Budgets and Financial Planning; Stephanie Barker, Cash & Treasury; Scott Pigeon, Procurement & Business Services; Beverly Leeper, Controller’s Office; Kathy Gibson, Research; Cathy Tillett, Internal Auditing; Clint Carlson, Accounting for Related Organizations; Sherri Rowland, Accounting Services; Melissa Kelley, Public Service Activities; Matthew Thomson, Athletics.

I. Welcome & Introductions
Steve Crump called the meeting to order and welcomed business officers. New faces and guests were introduced: Lisa Bona, Business Officer for Student Affairs.

II. Budget Update
David Watson filled in for Virginia Baumann to provide the Budget Update. The House version of the budget includes $0 for E&G funding and $1.3M for PSA funding, with a capital bond bill that includes $10M for Daniel Hall and $15M for Martin Hall renovations. However, the Governor has proposed to use the bond bill to repair roads instead of building renovations. The Senate version of the budget includes $1.75M for E&G funding (general operations) and $2.3M for PSA funding. Both versions of the budget do not include a Cost of Living Adjustment (COLA).

III. Procurement & Business Services Update
Scott Pigeon filled in for Mike Nebesky to present the following items:

a) New Inbound Freight Process – As an update from February’s CBOG meeting, Clemson University has contracted with Vantage Point Logistics to reduce the costs of inbound freight on University purchases. Sherry Alexander, Senior Buyer, is leading the program’s roll out. For more information regarding this policy, please visit the Procurement and Business Services website at https://www.clemson.edu/procurement/.

b) WORKS P-Card system – As an update from February’s CBOG meeting, Bank of America offers an online software solution that helps Clemson manage the P-Card program using a web-based platform which provides greater transparency and flexibility for P-Card holders. This system has the capability to allow charges to be reconciled directly through the system at the time a charge is made and allow P-Card receipts to be uploaded to the system without filing paper copies. This system will give business officers more insight earlier. There is training available, with a goal of having
employees complete it by the next billing cycle, May 3. For more information about the WORKS P-Card system visit the Procurement and Business Services website at https://www.clemson.edu/procurement/.

c) Personal Communication Stipend Policy Review – As an update from February’s CBOG meeting, Mike would like to thank everyone that sent feedback regarding the Personal Communication Stipend Policy. Most suggestions were grammatical, verbiage, stylistic changes, with few suggestions of changing the policy itself. The major change that has been made to the policy is the change in the tier amounts, with the highest tier paying under $70. The new policy will go into effect January 1, 2018, as it will take time to communicate the change to those affected and this is a manual process for payroll. During the meeting, it was assumed that the policy will go to ELT, as the policy will affect employees’ take-home pay.

d) Managed Printing Services – RICOH was re-awarded the MPS contracts, which starts again in May. The goal is for RICOH to focus attention on billing rates aimed at lowering costs.

IV. Physical Inventory Observation Update
As an update from February’s CBOG meeting, Sherri Rowland shared that the goal for FY 2017 is to inventory all non-CCIT departments. The project is expected to meet its goal within 2-3 weeks. The initially scheduled project included 238 departments. Inventory has been finalized on 198 departments to date, with 27 in process and 13 not yet started. Most of the final work will be an extension of the athletic departments. Since the project is anticipated to wrap up before June 13, there is a possibility of inventorying some CCIT departments, to get a head start.

V. Departmental Asset Tracking System Update
As an update from February’s CBOG meeting, Sherri Rowland shared the currently, 43 departments have loaded inventory in the system; which is an increase from the 14 departments that had inventory uploaded into the system as of February’s CBOG meeting. As a reminder, all inventory is to be uploaded into the system by June 30. There are templates available to help get inventory loaded into the system, if departments have created their own spreadsheets. Please direct any questions to Lora McAlister in the Office of Accounting Services. She also offers training, if you need help learning the system.

VI. Fiscal Year End Deadlines
Sherri Rowland informed CBOG members to anticipate the draft of the fiscal year end document to be complete within 2 weeks. The document will be distributed via the listserv. Please direct any questions to Sherri Rowland.

VII. Internal Audit of Endowments
Deborah Newsom shared that the internal audit area does an annual audit of select endowments. This year, there were 15 endowments selected. There were a number of findings from the internal audit. Although no findings were relative to inappropriate use of funds, a number of findings related to compliance and administrative issues. A number of reminders were discussed, as they related to the audit findings:
Everyone must follow the same normal processes and procedures for endowment funds, as they would with state funds. For example, BSRs must be reconciled, approvals must be obtained, etc.

The appropriate person must approve reimbursements. Employee reimbursements must be signed by the supervisor. Rubber stamps cannot be used. The following links are to policies that reference the correct use of signatures.

- https://www.clemson.edu/procurement/travel/index.html
  The travel policy states that no stamped signatures are accepted. Please see the middle of the second paragraph.

- https://www.clemson.edu/procurement/faculty-staff/disbursements.html
  Please reference bullet two under “General Section,” which states “The signature of an authorized individual is required for any disbursement.”

- https://www.clemson.edu/procurement/faculty-staff/policies/procurement/psv02pol.html
  Please reference the last sentence of the 2nd bullet which states, “Employees signing any documents as the approving authority must sign their own name or use their own electric signature or userid.”

An audit finding revealed that weekly inventory is not being conducted on incentive cards.

Distribution logs are not being loaded to BuyWays.

There are no management plans in relation to the Conflict of Interest Policy, when conflicts of interest arise.

VIII. Other Matters
Cathy Tillett shared that Internal Audit is starting the Fiscal Year 2018 audit plan. Please contact her if you have any proposed areas.

Clint Carlson shared that Cherry Bekaert has been retained for another 5 year period to assist with tax/audit policies and procedures.

David Watson reminded CBOG that budgets are due April 28. A new budget center was created for public relations, as the only reorganization that occurred was adjustments from advancement.

There being no further business, the meeting was declared adjourned at 9:00am.