The Campus Business Officer’s Group met on Thursday, April 12, 2018, at 8:35 a.m. in the President’s Conference Room, second floor, Sikes Hall.

Present: Steve Crump, presiding; Tammy Crane, Libraries; Regina Carroll, College of Behavioral, Social & Health Sciences/College of Education; Katherine Dobrenen, CCIT; Erin Thomas, President/Board/Finance; Glenda Cotton for Todd Barnette, Facilities; Lisa Bona, Student Affairs; Eric George, Athletics; Cindy Jefferson for Marlo Raymark, College of Business; Cynthia Barnes for Leigh Dodson, College of Agriculture, Forestry, & Life Sciences; Brittney McCall, College of Engineering, Computer, and Applied Sciences; Barbara Bass, College of Science; Scott Pigeon for Mike Nebesky, Procurement & Business Services; Allison Patton; Procurement & Business Services; Debra Galloway, Communications and Brand Strategy; LaToya Maddox, College of Architecture, Arts, & Humanities; Roberta Elrod, Grants & Contracts Administration; Melissa Kelley, Public Service & Agriculture; Harriet Murphy, College of Behavioral, Social, and Health Sciences; Kathy Gibson, Research

I. Welcome & Introductions
Steve Crump called the meeting to order and welcomed business officers.

II. Procurement and Business Services Updates
Scott Pigeon presented Procurement and Business Services updates. PCard violations are on the increase, mainly due to inappropriate purchases. Some departments have decided that the best thing would be to take the card away.

The total supplier management part of BuyWays continues to be a judicious and conservative process. Procurement is working through supplier requests. Fiscal year-end guidance and dates will be posted soon. Please be sure to note the date for adding a supplier and requesting new suppliers.

Clemson University is introducing Clemson’s Best ice cream. It will be introduced during All-in-Weekend at the spring football game and the baseball games.

The updated cell phone policy is making progress and being worked on with ELT. Until further notice, please use current rules and guidelines for administering any necessary cell phone stipends.

III. Moving/Relocation Policy Change
Steve Crump provided an update to the moving/relocation policy. The policy, amended March 12 2018, notifies stakeholders that all reimbursements are taxable. Payments can no longer be made to third parties, the University must reimburse the employee. An off-cycle payroll process is available for new employees; however, this process is subject to an one-month lag. Reimbursements are classified as supplemental pay and are not subject to published pooled fringe rates.
IV. PCard Purchases of Electronic Equipment Not Reflect in DATS
Steve Crump shared an observation by Internal Audit that computers/laptops are not being entered in the Departmental Asset Tracking System. Please be sure that all department equipment is entered into DATS appropriately.

V. New Effort Reports
Steve Crump provided an update on new effort reports that have been redesigned to report actual compensation (not including fringe) expense charged to sponsored and cost share projects. The report no longer reflects total distribution for the period on a percentage basis. The report will be verified twice a year, January – June and July – December. New effort reports verification will be by PIs only (not graduate students and other individuals working on identified projects). A communication plan and job aids screenshots are in development and will be piloted with VPR advisory groups prior to distribution.

VI. Other Matters
   a. Budget Office Update
      Erin Thomas provided updates from the Budget Office:

      STATE APPROPRIATIONS
      The Senate is currently deliberating the state budget for FY19. The Senate Finance Committee version includes the following for Clemson:
      • E&G
        ▪ $2.9M in recurring funding for Access and Affordability for In-State Students – Tuition Mitigation Funding (House version did not include anything for this)
        ▪ $5M in non-recurring funding for SC’s Advanced Materials Industrial Competitiveness (instruments) (House version included this as well)
        ▪ $2.4M in non-recurring funding for deferred maintenance (House version did not include anything for this)
        ▪ $300K in non-recurring funding for STEM equipment (House version did not include anything for this)
      • PSA
        ▪ $1.5M in recurring funding for Water Resource Research, Management, and Technology (House version included $2M for this)
        ▪ $500K in recurring funding for the Pinckney 4-H Scholars program and Comprehensive Statewide Extension Programs (House version did not include anything for this)
        ▪ $3M in non-recurring funding for Statewide Research and Education Facility Upgrades (House version included this as well)
        ▪ $3M in non-recurring funding for Facility Renovation for Water Research (House version included this as well)

      The budget will include an increase in the cost of health insurance and an increase in retirement contributions, funded by employer. At this time, no COLA is expected.
**FY19 BUDGET DEVELOPMENT**
FY19 budgets are due by 4:30pm on April 27th. If you need assistance with meeting the deadline, please contact Virginia as soon as possible. The Budget Office plans to load budgets into PeopleSoft by May 25th. You will be asked at that time to confirm that loaded budgets are correct.

b. **Fiscal Year End Closing Schedule**
The fiscal year-end closing schedule will be posted and distributed. Please adhere to all dates listed on the schedule. Contact Sherri Rowland if you have any questions.

c. **Fund 14 and Fund 12 project attributes**
Beverly Leeper asked CBOG members for feedback regarding a request to add additional identifiers for the ability to provide additional reporting. There is sufficient interest to move forward with the project.

d. **Roberta Elrod retiring**
May 15th will be Roberta Elrod’s last day at Clemson University, as she enters retirement. Tracy Walters has been named as the Director for Grants and Contracts Administration. He will attend the next CBOG meeting for introductions.

There being no further business, the meeting was declared adjourned.