The Campus Business Officer's Group met on Thursday, June 14, 2018, at 8:30 a.m. in the President’s Conference Room, second floor, Sikes Hall.

Present: Virginia Baumann, presiding; Steve Crump, Interim Vice President for Finance and Operations; Tammy Crane, Libraries; Regina Carroll, College of Behavioral, Social & Health Sciences/College of Education; Katherine Dobrenen, CCIT; Erin Thomas, President/Board/Finance; Todd Barnette, Facilities; Lisa Bona, Student Affairs; Eric George, Athletics; Sharon Littlejohn, Athletics; 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; Mike Nebesky, Procurement & Business Services; Angela Harris for LaToya Maddox, College of Architecture, Arts, & Humanities; Tracy Walters, Grants & Contracts Administration; Melissa Kelley, Public Service & Agriculture; Harriet Murphy, College of Behavioral, Social, and Health Sciences; Kathy Gibson, Research; Dustin Foxworth, Provost; Sherri Rowland, Accounting Services; Clint Carlson, Accounting for Related Organizations; Stephanie Barker, Cash and Treasury Services; Cathy Howe, Internal Audit; Steve Hulme, Office of Strategy & Analytics; Savannah Bock, College of Education; Beverly Leeper, Controller’s Office; Bobby Clark, CCIT; Sierra Holland, Office of the Vice President for Finance & Operations

I. Welcome & Introductions
Virginia Baumann called the meeting to order and welcomed business officers. Tracy Walters, Director of Grants and Contracts Administration, and Steve Hulme, analyst for the Strategy and Analytics team, were introduced to the Campus Business Officers Group.

II. Budget Update
Virginia Baumann provided an update of the Senate Version of the State Budget:

a. Clemson E&G
   - $2,868,740 in recurring funding for Access and Affordability for In-State Students (Tuition Mitigation Funding) was included in both House and Senate versions (UPDATE: APPROVED BY STATE)
   - $5 million in nonrecurring funding for SC’s Advanced Materials Industrial Competitiveness Instruments was included in both House and Senate versions (UPDATE: APPROVED BY STATE)
   - $2.4 million in nonrecurring funding for deferred maintenance (Senate funded while House included $1 on budget line) – final amount to be determined in conference (UPDATE: NOT APPROVED)
   - $300,000 in nonrecurring funding for STEM equipment (Senate funded while House included $1 on budget line) – final amount to be determined in conference (UPDATE: APPROVED BY STATE)
   - $500,000 in recurring funding for Call Me Mister (Senate funded while House included $1 on budget line) – final amount to be determined in conference (UPDATE: APPROVED BY STATE)
   - $1 million in nonrecurring funding for Health Extension Programming in HHS Office of Rural Health (Senate funded in proviso while House did not) – final amount to be determined in conference (UPDATE: NOT APPROVED)
b. Clemson PSA

- $1.5 million in recurring funding for Water Resource Research, Management and Technology in Senate version. House funded at $2 million – final amount will be determined in conference (UPDATE: APPROVED BY STATE AT $2 MILLION)
- $500,000 in recurring funding for the Pickney 4-H Scholars program in Senate version. This was not funded in House version – final amount will be determined in conference (UPDATE: APPROVED BY STATE)
- $3 million in nonrecurring funding for Statewide Research and Education Facility Upgrades was included in both House and Senate versions – dollars are locked in (UPDATE: APPROVED BY STATE)
- $3 million in nonrecurring funding for Facility Renovation for Water Research was included in both House and Senate versions – dollars are locked in (UPDATE: APPROVED BY STATE)
- $6.8 million in nonrecurring funding for renovations to T. Ed Garrison Education and Conference Center (Senate funded while House included $1 on budget line) – final amount will be determined in conference (UPDATE: APPROVED BY STATE)

The budget includes an increase in the cost of health insurance and an increase in retirement contributions for state employees and employers. The employee portion of both will be paid by the state. The employer portion of both will have to be covered by the university.

c. FY19 Budgets

FY19 budgets have been loaded into PeopleSoft. Please check over the budgets as soon as possible and let the Budget Office know if you see any problems.

d. Permanent Budget Amendments

In the Fall, the Budget Office will process permanent budget amendments for the academic colleges “base swap” for traditional graduate programs. Colleges will give up a calculated share of base budget in order to receive the graduate program revenues, which will increase due to tuition changes.

III. Project Drop-downs for the Total Award Panel

Beverly Leeper presented information regarding Project Drop-Downs for the Total Award Panel. In an effort to accommodate Business Officer requests to increase reporting capabilities. Project type drop-downs have been added to the total award panel. (see attached for a complete list). These lists will be required for Funds 12 and Funds 14. During the course of CBOG we were asked to check with the programmers to make the drop-downs optional for Fund 15 projects. A list of expenditures through all Fund 12 and Fund 14 projects will be run to identify all projects currently in PeopleSoft. The list will be given to each business officer to validate before providing to CCIT load and update the drop-down field in PeopleSoft.

In conjunction with project type drop-downs we are also implementing a project request form to be used for all projects currently set-up through accounting services. This will replace
emails sent to Chart_L. The form will be made available along with the new procedure, effective July 1st, in the Accounting Services Business Manual
(https://www.clemson.edu/finance/business-manual/accounting-services.html) under Chartfield – Project Set-up. If you set-up a Fund 12 or a Fund 14 project you will be required to identify the project type.

IV. Moving Reimbursement/Relocation Expenses
Beverly Leeper provided an update on the moving reimbursement/relocation expenses policy. As a reminder we are entering the season of hiring for the fall. Please be sure to note that the 7007 and 7008 moving expenses are no longer valid accounts. Individuals should pay for and be reimbursed for their moving/relocation expenses, net of taxes, through payroll. The new moving/relocation accounts are 5018 (class-moving); 5069 (uclass-moving); 5110 (grad-moving); 5170(salary & wages-moving); 5171 (wage T-moving).

V. IT Vendor Management Process Update
Bobby Clark and Katherine Dobrenen provided an update from CCIT on the IT Vendor Management Process. The policy regarding the process was approved in December and has been posted on the CCIT web site https://ccit.clemson.edu/about/policy/cu-it-policies/it-vendor-management-policy/. An interim IT Solution website has been posted. Please see the included IT VMP presentation for more information.

VI. Other Matters
Katherine Dobrenen announced that CCIT has requested new account codes for External Cloud Hosting (IaaS) and IT Software Service (SaaS). Katherine will send CBOG additional information regarding all the Information Technology account codes and will also update the Expense Account Codes Definitions available at http://www.clemson.edu/finance/controller/codes.html.

b. Position Changes/Updates
Steve Crump provided the following updates regarding position changes:
- Tracy Walters is the Director of Grants and Contracts Administration
- Karen Robbins is now the Director of Financial Compliance
- Steve Crump has been named Interim Vice President / Chief Financial Officer. His plans to retire in December of 2019 remain
- Clint Carlson and Sherrl Rowland will assume responsibilities in the Controller’s Office while Steve serves as Interim VP / CFO

c. New Electronic Receipting System
Stephanie Barker informed the CBOs that the campus will transition from paper receipt books to a new electronic receipting system. The system is currently in QA testing. There is anticipation to pilot the new system in several areas within the next month. If any business officers have an area that writes a lot of receipts and would like to help pilot the system please contact Stephanie at wald2@clemson.edu. There is not a roll-out date yet, as it is dependent on testing. A demo of the system is
planned for the next CBOG meeting. As a side note, it is understood that there will still be occasions when paper receipt books are necessary.

d. Procurement Services Update

Mike Nebesky provided an update fromProcurement Services:

1. Personal Communication Stipend ("cell phone") Policy Update: The latest version of the Personal Communication Stipend Policy is planned to be presented to ELT on June 25th. The latest revision, at the request of ELT, presents a policy that transitions to a new, single $35 stipend starting in January 2019 and then the stipend totally goes away after June 2020. This is not final or approved, but this information is being shared as far as what is being presented to ELT for their consideration. Updates to follow.

2. Supplier Registration UPDATE: The new Supplier Registration process has been in place for 6 months. Currently, 5,813 suppliers have been invited to register. Of that, 2,906 suppliers have completed their registration. The remaining suppliers have not started the process or have not completed the registration. The Supplier Registration team sends out weekly reminders to those invited suppliers who have not completed or started their registration.

   In an effort to simplify communications with suppliers and internally for any questions regarding supplier registration, please email supplier@clemson.edu. We have recently received more and more “shot gun” emails to and copying everyone in Procurement and it is counter productive. A team and process has been set up to manage inquires at this email address, so please use this if you have any questions about supplier registration.

   We ask for your continued, positive support as we work with suppliers to complete this project. If a supplier contacts you, please direct them to the Supplier Registration team at supplier@clemson.edu or 864-656-6179.

3. Promotional Products Contract: A new contract has been awarded for preferred promotional product suppliers. While not a requirement to use these suppliers, they offer significant discounts to the University under pre-arranged terms and conditions (i.e. if there are any issues in working with them, you have the support of a University contract that ensures Clemson is covered in any scenario). The suppliers that have been awarded the contract are:

   • Boost Promotional Branding (NewClients)
   • Staples Inc. (Staples Business Advantage)
   • Brown & Bigelow
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June 14, 2018
President’s Conference Room
201 Sikes Hall

• Club Colors (Club Colors, Inc.)
• Vernon Graphics Promotions (The Vernon Company)
• Brainstorm (Transform Technologies, LLC)
• Proforma ImagePrint (AdMark Solutions Inc.)

4. Year End Reminders:

June 30th – last day to receive goods/services against this FY
July 10th – last day to enter invoices (dated June 30 or before) for goods/services for this FY
July 11th – last day to approve invoices for goods/services to be paid out of this FY

Ensure you are submitting requests to cancel/close POs that need to be closed out to help manage your encumbrances. This can and should be done as soon as possible.

5. Pcard Year End: All June procurement card transactions must be classified and approved as of 4:30 pm on July 10th for overnight posting to the general ledger. Any corrections or budget amendments necessary to correct posting errors must be approved by noon on July 13th. Budget check errors resulting from corrections must be cleared by noon on July 13th. New fiscal year (July) procurement card transactions will be available for classification and approval on Monday, July 16th. All June procurement card transactions must be classified and approved as of 4:30 pm on July 10th for overnight posting to the general ledger. Any corrections or budget amendments necessary to correct procurement card posting errors must be approved by noon on July 13th. Budget check errors resulting from corrections must be cleared by noon on July 13th. New fiscal year (July) procurement card transactions will be available for classification and approval on Monday, July 16th.

For more information about Procurement Services Updates please visit https://www.clemson.edu/procurement/documents/announcements/cbog/Jun%202018.pdf.

e. Internal Audit
Cathy Howe made an announcement from Internal Audit that Elliott Davis, our outside audit firm, has selected the audit sample of FY18 grant expenditures. The CBOs should have received the sample items for their division via email from Internal Audit (Arthur Leonard, Matt Talbot). Internal Audit appreciates everyone’s assistance in getting the documentation to Internal Audit in the next week or two.

There being no further business, the meeting was declared adjourned at 9:26 am.