I. Welcome & Introductions

Charles Tegen called the meeting to order and asked for introductions.

II. Procurement & Business Services Update – Mike Nebesky

a. Supplier Registration

Procurement and Business Services is aiming to complete the implementation of the new Supplier Registration process this December by inactivating suppliers in our system that have not completed the registration process. Last December, during the initial inactivation, a lot of suppliers were left active, but to complete the goal of having only registered suppliers in the system, any supplier not registered by December 10th will be inactivated. A message was sent to all buyWays users on September 12th with additional details about the list of suppliers that are set to be inactivated. You can review the list which is posted in buyWays. Procurement & Business Services is aiming to minimize any disruption by providing this notice 3 months out and the office will continue to work with key suppliers. You can help out by contacting your suppliers and communicating they will no longer be able to receive orders or be paid by Clemson after December 10th, if they do not complete the registration process. As a reminder, this initiative is as much for them as it is for us in ensuring timely, accurate orders and payments and reduction in potential fraud.

Your continued, positive support is appreciated as Procurement & Business Services works with suppliers to complete this project. If a supplier contacts you and requires help, please direct them to the Supplier Registration team at supplier@clemson.edu or 864-656-6179.
b. **Non-Supplier Payment Request Process**  
Procurement & Business Services has initiated a “soft launch” of a new process that will allow users to enter a request to create a “supplier” record in the system for non-suppliers so that these entities/individuals do not have to register with the University, but can still receive a payment to them. After they are in the system, the new process will allow for a simple payment entry process (no requisition-receipt-invoice required). The key is there are only certain types of situations that fall in this category – starting with refunds (true refunds where we are holding someone else’s money and need to give it back to them) and candidate travel reimbursements. The process is live and a few areas have been trained to use it. Within the next month Procurement & Business Services will provide training and announce the new process for everyone to begin utilizing.

c. **No Purchase Order – No Pay Policy**  
A change order process in buyWays is being finalized that will allow a policy effective January 1st that says, except for true payments that don’t require a purchase order (utility bills, refunds, etc...), Clemson will not pay invoices that do not reference a purchase order number. Purchase orders will need to be issued when something is ordered, not after the fact.

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**III. Compensation Guidelines & Reorganization Update – Jamie Byrne**

a. **Office of Human Resources Reorganization**  
The Office of Human Resources is in the process of a reorganization, in which all Human Resources personnel will be located in the Administrative Services Building. Communication regarding newly developed HR Service Center teams will be distributed soon. This reorganization will include enhanced communications and outreach to faculty regarding HR products and services and a newly designed innovative careers website.

b. **Compensation Project Update**  
The Office of Human Resources has completed meetings with each budget center leader regarding the Compensation Project, during which positions identified for position description updates were shared with leaders. Budget centers have 60 days to make updates. Position description (PD) training is available three days a week for anyone needing help. Next steps for the project are to:

- conduct an analysis on updated PDs
- implement responsibility based compensation actions from PD updates
- provide final data to budget center leaders for planning and budgeting for FY20
CAMPUS BUSINESS OFFICERS
September 13, 2018
President’s Conference Room
201 Sikes Hall

IV. Conflict of Interest and Cybersecurity Training Update – Laurie Haughey

Clemson University employees (not intermittent or student employees) are required to complete the annual Conflict of Interest training and will be automatically enrolled in the course on October 1, 2018. All employees (faculty, staff and student employees, but not intermittent employees) are required to complete the annual Cybersecurity training and will be automatically enrolled in the course on October 1, 2018. Training ambassadors are available to provide one-on-one training to employees without access to a computer. If the trainings are not completed by November 13th, employees will lose access to their computers. Employees will be directed to CCIT to have their access re-established and will have three days to complete the required training. Failure to complete training within the three-day grace period, will result in further escalation.

V. Budget update – Virginia Baumann

Matt Davis and Greg Ball are new employees in the Budget Office, which has relocated to G12 Sikes Hall. All phone numbers to contact employees in the Budget Office remain the same. Budget updates were provided as follows:

- Facilities and administrative (F&A) cost recoveries have been allocated; please contact Lynn Gao in the Budget Office with questions.
- College business officers should respond to Lynn Gao by Friday regarding the base budget swap for traditional masters programs revenues. If you have questions or concerns, call Lynn or Virginia.
- College business officers will receive communications soon regarding the tracking and reporting of academic program fees.
- Budget Timeline will be published soon. The FY20 budget development process will be moved up by a few weeks to accommodate a request from the Board of Trustees. Key dates include:
  - *Student fee submission process – Jan. 7th through Feb. 8th*
  - *FY20 Compensation budgeting in Hyperion begins Jan. 28th*
  - *Permanent amendments and reorganization forms are due Feb. 15th*
  - *Full budgeting for FY20 begins on Feb. 18th*
  - *Budgets are due Apr. 12th*
- The Budget Office will be working with business officers to develop a compensation planning process for FY20.

VI. Billing Rates – Eric George / Beverly Leeper

The billing rate schedule will be moved up to accommodate the new budget schedule. Templates have been provided to our utilities providers and their rates are due October 1st. All other rates are due January 15th. Please ensure that, as rates are being set, proposed changes are being shared with internal customers. Thorough justification and timely submissions are
the key to a smooth process. It is imperative that all rates be submitted whether there are changes are not. The submissions are used to create the web templates.

Training regarding billing rates may be conducted in the future.

**VII. New Clemson Receipting System – Stephanie Barker**

The new electronic receipting system, which was discussed during the last CBOG meeting, has been rolled out to campus as of August 1, 2018. The system was piloted during the month of July. The new Clemson Receipting System will replace the old paper receipt books previously used. Receipt books can still be utilized in instances where internet access or computers are not available. Employees will automatically be granted basic access to the system when they first login using their Clemson credentials. All users will be able to issue receipts and view reports. Supervisors will be granted access to void receipts. Supervisors will have to login to the system and then request additional access to void receipts by emailing Gail Winchester (gailg@clemson.edu). A demo of the system was provided during the CBOG meeting. To access the Receipting System and view additional training materials, please visit [https://www.clemson.edu/finance/cash-treasury/cash-receipting/](https://www.clemson.edu/finance/cash-treasury/cash-receipting/).

**VIII. P-Card Travel – Beverly Leeper**

As a reminder, if you are using a P-Card for travel purchases, be sure the appropriate people know to use the correct expense codes

- 6030 – student (not a paid employee) travel code (will be excluded from state travel report
- 7039 – travel for an individual who does not work for the University (consultant)
- Employee ID – travel for other categories that remain
  - There were over 500 P-Card transactions that were either marked as none of blank for FY18

**IX. IT Vendor Management – Katherine Dobrenen / Bobby Clark**

Since July 1, 2017, CCIT has received 54 assessment requests, with four requests currently in progress. A communication has been developed for the effort. CCIT is requested that Campus Business Officers relay and support the IT Vendor Management message to their employees, educating them on how they are affected by vendor management. Next, in the timeline for this process is to finalize IT review committee protocols and messaging. CCIT will continue to promote the assessments and search capabilities with interim tools. By November 1, 2018, CCIT will release upgraded tools.

There being no further business, the meeting was declared adjourned at 9:50 am.
Crisis Management Team Meeting
September 6, 2018

Laurie Haughey, Director of Communications
Clemson University’s Office of Human Resources
University-Required Training

• Conflict of Interest (COI) Training
  o COI Training and Acknowledgement
  o COI Disclosure
  o Clemson employees (not intermittent or student employees) are required to complete the annual training and will be automatically enrolled in the course on October 1, 2018.

• Cybersecurity Training
  o Cybersecurity Training and Acknowledgment
  o All employees (faculty, staff and student employees, but not intermittent employees) are required to complete the annual training and will be automatically enrolled in the course on October 1, 2018.
Training Timeline

- Course Enrollment: [OCT 1, 2018]
- Training Deadline: [NOV 12, 2018]
- Computer Lockout: [NOV 13, 2018]
- 3-day Access Granted: [Until 4:30 p.m. NOV 15, 2018]
- Further escalations begin.