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

Present: Mike Nebesky, Procurement & Business Services, presiding; Keith Martin, Support Services; Harriet Murphy, College of Behavioral, Social and Health Sciences; Marlo Raymark, College of Business; Brittany McCall, College of Engineering, Computing and Applied Sciences; Barbara Bass, College of Science; Amanda Powell, CCIT; Lisa Bona, Student Affairs; Tracy Walters, Grants and Contracts Administration; Erin Thomas, President/Board/Finance; Cynthia Barnes for Leigh Dodson, College of Agriculture, Forestry, & Life Sciences; Kathleen McMahan, Office of the Vice President; Sherri Rowland, Accounting Services; Dionne Simmons, Accounting Services; Debbie Newsom, Clemson University Foundation; Lynn Cole, Internal Audit; Stephanie Barker, Cash and Treasury Services; Clint Carlson, Controller’s Office; Eric George, Athletics; Sharon Littlejohn, Athletics; Kathy Gibson, Research; Christopher Wood, Office of the Provost; Virginia Baumann, Budget Office

I. Welcome & Introductions

Mike Nebesky called the meeting to order and asked for introductions.

II. Procurement & Business Services Update – Mike Nebesky

A. Non-Supplier Payment Request process soft launch. In the next week or so, a step-by-step official procedure will be distributed. The purpose of this form is for reimbursement of travel for job candidates and for “true” refunds (e.g., Clemson holds money due to an individual or company).

B. Supplier Registration. An updated list of who has not completed registration will be distributed in the next week or so. Individual units need to work directly with the suppliers that have yet to register. Procurement is working with federal, state, and higher education organizations. All suppliers must be registered by December 10.

C. No PO = No Pay will be implemented January 1. After Thanksgiving, the new change order process will be implemented. Buyways will allow people to issue POs if orders need to be edited. Directions and guidance will be shared prior to the deadline.

III. Chart of Accounts, Equipment Inventory, R&D Exemption – Sherri Rowland

A. Chart of Accounts Update. A general ledger account code for candidate travel has been created. The account code is 7053 (Travel-Candidate). A current project is underway to update the descriptions for all the account codes. Notification will be sent out to Business Officers once this is completed.

B. Equipment Inventory Reminder. Business Officers should be sure to update their inventory when items are moved or relocated.

C. R&D Exemption Reminder. Business Officers should be following the regulations on BuyWays to determine when this exemption is appropriate.
VI. Budget Update – Virginia Baumann

A. The Budget Office submitted the University's FY2020 budget requests to the State in September, which included the following:
   a. Base Appropriations Increase $8M recurring
   b. CU Center for Advanced Manufacturing, $3.5M recurring
   c. CU Health Innovation – Extension Programming $1.2M recurring
   d. CU Center for Advanced Manufacturing Robotics Lab and Facility Startup - $4M non-recurring
   e. Expanding Clemson's Mobile Health Clinic Outreach into Underserved Rural Communities of SC - $0.9M recurring
   f. Lehotsky Hall Renovation - $30M
   g. Long Hall Renovation - $26M

B. Fall #1 Revenue Allocations will be processed by November 22.
C. Mid-year fund balance and performing credits spending plans are due to the Budget Office by November 30.
D. Student fee approval process will begin in early January and will last until early February. Tentative goal is to have student fees ready by March for ELT review.
E. Compensation planning will begin January 28.
F. Non-compensation planning will begin February 8; all budgets are due April 12.
G. Budget Timeline will be available on website soon, as well as revised and updated policies and procedures.

VII. Billing Rate Training – Beverly Leeper

A. All Business Officers should have received directive on where templates are stored as well as information on billing rate training, which will be provided on Monday, Wednesday, and Friday of next week (November 12, 14, and 16 respectively). January 15 is the due date for billing rates.

VIII. Other Business

Those departments using Inter-Agency mail are encouraged to use standard mail. Changes to Inter-Agency does not impact Inter-Office mail.

Virginia Baumann: Jake Hooker from Student Financial Services has joined the Budget Office to manage budgeting tools. He was unable to attend this CBOG meeting but he will attend the next so that he can meet everyone.

Debbie Newsom: Guidelines for private dollar spending – working on short policy with detailed guidelines. Would appreciate any input. Planning to have draft by the holiday break to solicit feedback. Important to remember that there are still restrictions on private dollars.

There being no further business, the meeting was declared adjourned at 8:48 am.