The Campus Business Officer's Group met on Thursday, April 11, 2019, at 8:30 a.m. in the President's Conference Room, second floor, Sikes Hall.

Present: Tony Wagner, presiding; Regina Carroll, CBSHS/COE; Debra Galloway, CABS; Erin Thomas, FIN/SEC/PRES/EXT. Affairs; Leigh Dodson, CAFLS; Heather Davis, CAAH; Lisa Bona, STUD; Cindy Jefferson, College of Business; Karen Littleton, Libraries; Brittney McCall, CECAS; Kim Francis, Facilities; Marlo Raymark, COB; Rick Petillo, Finance; Lisa Knox, Finance; Virginia Baumann, Budget; Katherine Dobrenen, CCIT; Kathleen McMahan, EVPFO; Joanne, College of Science; Christopher Wood, Provost & AA; Steve Hulme, Finance; Christina Brumback, Finance; Savannah Bock, COE; Greg Ball, Budget; Sharon Littlejohn, Athletics; Kathy Gibson, Research; Clint Carlson, ARO; Tracy Walteus, Grants & Contracts; Beverly Leprelle, Controllers Office; Lynn Cole, Internal Audit; Dustin Foxworth, Provost; Melissa Kelley, PSA; Mike Nebesky, Procurement; Dionne Simmons, Accounting Services; Sherri Rowland, Accounting/Controllers Office; Eric George, Athletics; Steven Crump, CFO’s Office

I. Welcome & Introductions

a. Update on ELT: A retreat was held on May 1. Highlights included: (1) Discussion of how to break down silos and better share/utilize performance and decision-making tools that have been created over the past few years to ensure institution-wide use and understanding. (2) In response to the recent admissions scandal related to some top universities in the country, ELT had an extensive discussion around Clemson’s mission as an institution (e.g., Does a focus on being a Top 20 University lead to unintentional outcomes? What is the ultimate impact of Clemson’s ranking?). (3) Leadership is forward-thinking and exploring how Clemson employees can fully reach their potential.

b. Tony thanked Kathy Dively and the Strategy & Analytics team for their extensive work in creating data-drive decision making tools for leadership. He acknowledged the streamlining of multiple business processes thanks to the work of Lisa Knox in the Lean Office.

c. Action Item: Tony asked that a CBOG member who has worked with Lisa in the Lean Office or on one of the data-driven initiatives give a presentation on what was done and how the information is being used to improve the given unit. Anyone interested should reach out to Lisa Knox or Tony.

d. Supported by ELT, Tony would like to ramp up Lean initiatives across campus. Finance & Operations needs to continue to be a subsidiary unit that facilitates a growing awareness and use of Lean knowledge and capabilities across campus.

II. Lean Office Update – Lisa Knox

a. Tony announced that Lisa Knox's title has been changed to Director of Strategy & Operations. In this updated role, Lisa is will be thinking of Finance & Operations from a team-driven perspective. Office of Strategy & Operations will now encompass the Lean Office as well as Project Management.

b. Lisa added to Tony's announcement by introducing Christina Brumback as a member of the Office of Strategy & Operations. Christina has been with Lean since June, and will be
continuing Lean efforts across campus. Over time, Lisa and Christina will work more closely with all members of CBOG and look forward to future collaborations.

c. Over 50 Lean projects have been done over the past few years. Lisa plans to distribute a newsletter in the next few months on what projects have been done and what is currently in progress across campus.

III. Procurement Update – Mike Nebesky (See Handout)

a. Mike distributed a handout for CBOG regarding various ongoing projects. Highlights included the following:
   i. Over 6700 suppliers have been registered in BuyWays since December 2007
   ii. No PO, No Pay – Mike is happy to discuss questions/concerns with any unit or department.
   iii. The Unauthorized Expenditure of Funds form has very specific instructions and messaging for suppliers who are sending invoices without PO’s. Mike emphasized the importance of using this form correctly.
   iv. Mike will look into messaging around CUF funds to vendors/PO issues.
   v. Procurement is currently discussing a new process for handling reimbursements for non-employees/guests. Potentially, new process will require pre-authorization (e.g., providing a cap on how much can be spent). More to come in the near future.
   vi. Processing a direct expenditure does NOT mean the invoice is exempt from procurement rules. Direct expenditures can only be processed if using one of the accounting codes listed as an approved account code in the policy.
   vii. Mike emphasized the importance of cardholders understanding that acquiring an Amazon Business Account is optional but is solely their responsibility.
   viii. Clemson is terminating its contract with VPL. More to come in the future.

IV. Budget Update – Virginia Baumann

- Clemson E&G
  o In-State Tuition Mitigation – $5.7M recurring funds in both House and Senate Finance Committee (SFC) versions
  o Safety and Security Infrastructure and Enhancements - $5.9M nonrecurring funds in both versions
  o Center for Advanced Manufacturing Robotics Lab and Facility Startup - $4.0M nonrecurring funds in both versions
  o Health Innovation Extension Programming – House $2.1M nonrecurring; SFC $1.1M recurring and $1.0M nonrecurring

- Clemson PSA
  o Comprehensive Statewide Extension Programs – House $1.0M recurring, SFC $2.0M recurring
  o Critical Agriculture and Natural Resources Research – House $250K recurring, SFC $1.0M recurring
  o Livestock-Poultry Health Regulatory Programs – House $750K recurring, SFC $1.0M recurring
Both versions call for a 2% cost-of-living adjustment (COLA) for classified and unclassified employees with salaries less than $100,000. The Senate Finance Committee version also calls for a $600 bonus for employees with salaries less than $70,000.

V. Telecom Auxiliary Transition – Katherine Dobrenen
Katherine provided an update to changing telecom billing model. Moving to an annual billing model with recoveries coming into Fund 15 rather than permanent budget reductions. Will be meeting with each budget center to discuss how the billing will work. Katherine encouraged members to email her with any questions and to reach out if they want to see the spreadsheet.

VI. Recognized Student Organization Policy Update – Beverly Leeper & Lisa Bona
The updated Recognized Student Organization policy received final approval from ELT on March 4, 2019. The purpose of the policy is to define the relationship between student organizations and Clemson University and to provide a process for students to seek registration of their organizations. The new Student Activity Fee Funding Board will be advised by staff in Campus Life and made up of students from different organizations to include CUSG. This will allow for equitable distribution of funds to all student organizations. In addition, three (3) levels of student organizations will be implemented; Delegated Student Organizations (DSO), Independent Councils (IC), and Independent Student Organizations (ISO). Specific criteria will be required for a student organization to become recognized; an example would be if the student org is classified as an ISO, the student org must register in BuyWays as a vendor using its own EIN. Registration for student organizations needs to go through Student Affairs Business Office to ensure they get properly registered. Lisa asked for continued patience as the Student Affairs team works through this transition period. Lisa and Josh Barnes from Campus Life will be scheduling a meeting with the Business Officers to discuss changes and provide guidance.

There being no further business, the meeting was declared adjourned at 9:19 am.
Procurement and Business Services Information  
CBOG April 11, 2019

This update is posted at: http://www.clemson.edu/procurement/faculty-staff/index.html under the Announcements section.

1. Supplier Registration: Supplier Registration is moving from the initial implementation project that we have been going through for the past 16 months to simply a part of normal business process. No real change other than registration is now one of the early steps of the process to adhere to the new No PO, NO pay process. We have registered over 6700 suppliers since Dec 2017 (all of which will remain active and not have to register again for the foreseeable future!).

2. No PO, No Pay: The policy went into effect on 3/1 and should simply be considered the way Clemson does business. The idea being when you need to order or pay something, you do so by issuing a PO for the majority of these purchases. A few specific items that we wanted to provide feedback on related to the new policy and changes in processes:

   a. Unauthorized Expenditure of Funds form – this is the form that should be used for “after the fact” invoice processing. It has the extra step in workflow simply to make Business Officers aware of activity in their area, but it should not be viewed as an “unauthorized procurement.” The form has very specific instructions and messaging for suppliers who are sending invoices without POs and if we are not utilizing it, it is going to create more work and take longer for the University to transition into this new policy and way of doing business. We somehow went from 40% of invoices being paid after the fact to 3% (if you go by the usage of this form, which is what should be being used). Please help us get folks to do the right thing as we change behavior.

   b. Visitor travel – by far the number one question or issue that has come up with the new policy is how to treat visitors. As you are aware, the current process is that job candidate travel reimbursement follows the Non-Supplier Request process where we can pay these folks without having them register with us. All other visitor/non-employee travel is treated as a supplier where the person has to register and we issue them a PO. After much discussion we are looking at handling all this non-travel reimbursement through the Non-Supplier Request process. We trust this is great news for everyone (Procurement included)! This change is NOT yet effective but announcement with details of the new process are coming soon.

   c. Direct Expenditures – when processing approved Direct Expenditures, users must complete the Direct Expenditure Request AND then process the invoice that it creates. Some people are not aware of this “two-step” process and only processing the request. Once the request is approved, it creates a draft invoice that must then be issued/approved. A couple of specific tips on these Direct Expenditures: 1) processing a Direct Expenditure does NOT mean the invoice is exempt from procurement rules – the user must still choose the appropriate procurement exemption (1-49) from the drop down or select a contract just like they do on a requisition; and 2) you can only process a Direct Expenditure if using one of the account codes listed as an approved account code in the policy. There is no way around this and you can’t slide one through…if the account code is not listed there, even if you feel it is an appropriate Direct Expenditure, it will not be processed and approved.

   d. Added Approved Direct Expenditures – we have added/created a handful of new account codes or clarifications to help further navigate allowable Direct Expenditures. Examples include 7357 for payments to student orgs, 7351 for return of sale proceeds and 7047 for State Fleet leasing and maintenance charges.
e. New Procurement Exemptions – as noted above Direct Expenditures are different from Procurement Exemptions. However as we worked through several Direct Expenditures, it led us to create a couple of new Procurement Exemptions: - #16 Student travel paid direct to provider (hotel, airline, rental car agency, etc.) and #17 Payments to Recognized Student Organization (non-procurement). We also added Exemption #49 back to buyWay, so please use this exemption (non-procurement) if you are sure it applies; if you are not sure, ask first!

3. Amazon Business Clemson Account: As recently rolled out to p-card holders over the past couple of weeks, Clemson has entered an agreement with Amazon to create a single, Clemson University account with Amazon Business. All p-card holders that purchase from Amazon are asked to set up an account with Amazon Business through the invitations that have been sent out and do future University business through this account. By using this account, users automatically receive Amazon Prime shipping benefits at no additional cost to them, are able to clearly split out their personal versus business purchases by not having accounts created for both, and helps the University better understand our business with Amazon to further leverage and negotiate better deals for all our purchases.

Thus far, questions we have received are centered on feedback from cardholders, liaisons, and admins who are reluctant to change how they are currently managing Amazon accounts and p-card purchases. While we have approved some exceptions for cardholders with significant number of purchases being made by graduate students, all other card holders should be setting up and managing their own Amazon accounts, as this is a central principle/responsibility of being a p-cardholder.

Finally, just a reminder to everyone that procurement rules and processes still apply to Amazon purchases. We do NOT have a competitively bid contract with Amazon, meaning dollar limits apply to all transactions and we should not be purchasing items from Amazon where we have an existing contract and supplier in place already – i.e. office supplies and Staples.

4. VPL / In-bound Freight Contract: After a couple of years of working with VPL as our contract supplier to manage our in-bound freight business, Clemson will be terminating their contract at the end of June. While the contract did deliver positive savings on a majority of our in-bound freight costs, there were too many unexpected exceptions that created additional burden, confusion and work, that the decision was made to terminate the contract and go back to the process as it was for paying for shipping prior to VPL. There will be more specific communication coming out in the next few weeks to campus and suppliers, but to highlight, suppliers will stop shipping through VPL at the end of April. Our POs will be updated with new instructions. VPL will be responsible for invoicing us and we will have until the end of June to pay all past and overdue invoices to VPL.

5. P-Card Training: P-card training for new cardholders or existing cardholders needing a refresh of policies and procedures is given monthly by Lynn Crawford, the University P-Card Administrator. The next scheduled training is on 4/18 from 1-3:30pm at the ASB. Please contact Lynn for more information or to sign up.
**Non-Employee Visitor/Guest Travel Reimbursement**

**FORM INSTRUCTIONS**
- Clemson will reimburse travel expenses for approved visitors, guests and job candidates up to an amount previously authorized in writing (email) provided the traveler submits for reimbursement within 14 days following the completion of a trip. Documentation for the expenses >$20 must include receipts listing the daily-itemized room rates, charges, and taxes applicable.

- All meal expenses are subject to the in-state meal rates applicable to Clemson employees unless otherwise noted in the authorization notice (Current meal rates are limited to $6, $7 & $12 for breakfast, lunch and dinner respectively). Charges for movies, bar bills, laundry, room service, safe deposit, or other personal charges are the responsibility of the individual and are not allowed.

- This form is to be used when individual is solely seeking travel reimbursement. If individual is to receive any other type of payment -consultant fees, honorarium, reimbursement of non-travel expenses, etc... then this form can NOT be used and PO must be issued by the University prior to any trip or occurrence of expense to guarantee such payments. By submitting this form, traveler acknowledges that no other non-travel expenses are expected to be paid by Clemson University.

- All reimbursements will be paid via TigerPay, powered by Bank of America. To receive payment, visitor/guest must:
  - Provide an email address below.
  - When payment is made, you will receive an email with “Register to Accept Payment” instructions.
  - Click the “Register to Accept Payment” link, and complete your registration.
  - Within minutes, either your bank or clearXchange will send you an email - verify your email and you will receive confirmation that your payment has been sent.

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<tr>
<th>Payee (Non-employee traveler):</th>
<th>Date/Time:</th>
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<td>Payee Email Address:</td>
<td>Date/Time: Departure</td>
</tr>
<tr>
<td>Payee Mailing Address:</td>
<td>Payee Phone Number</td>
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<tr>
<td>Reason for Reimbursement:</td>
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<tr>
<th>Expenses supported attached receipts or affidavit:</th>
<th>Transportation</th>
<th>Lodging</th>
<th>Meals*</th>
<th>Other</th>
<th>Receipt Total</th>
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<tbody>
<tr>
<td>Expenses without receipts (e.g. mileage, parking, tolls, tips/gratuities-explain below)</td>
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<td>Other Expenses (explain below)</td>
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| Total amount of Reimbursement: | $ 0.00 |

| Other Information: |

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*For Internal Use Only* - Use Account Code 7039 for travel reimbursement for non-employee or 7053 for travel reimbursement to job candidates. All other account codes related to non-employee travel reimbursements require registration and possibly issuance of a PO.