

Monthly Fiscal Officer Meeting

10/19/2016 - 2:00-3:30 pm

<i>Name - Department</i>	<i>Present</i>	<i>Name - Department</i>	<i>Present</i>
<i>Bigley, Nichole - CECS</i>	X	<i>Moran, Steph – A&O</i>	X
<i>Brown, Ralph - ORA</i>	X	<i>Morello, Andrea - CASE</i>	
<i>Cusworth, Roger - Controller</i>	X	<i>Nichol, Vicki – A&O</i>	X
<i>Dardano, Cherie - CCIT</i>	X	<i>Nichols, Patti - CERSE</i>	X
<i>Francisco, Melody – Special Programs & Cont. Ed.</i>	X	<i>Pilkington, Annette – Diversity, Inclusion</i>	X
<i>Goberis, Lisa – VP & Dean of Students</i>		<i>Ries, Tressa - Controller</i>	
<i>Graves, Veronica - HR</i>		<i>Sjaastad, Beth - CGS</i>	X
<i>Kenney, Jennie – Provost’s Office</i>		<i>Welscott, Anna – Facilities</i>	X
<i>Monroe, Christine - Library</i>	X		

Meeting Host: Beth Sjaastad, Starzer Welcome Center, Wagner Conference Room

Next Meeting Host: Steph Moran, February 15, 2017, Starzer Welcome Center, Wagner Conference Room,
Time: 1:30-3:00 pm

Information Items

Budget – Vicki Nichol and Steph Moran

- In the contracting phase for the change management company
 - Will be analyzing business processes across campus
 - Will help prioritize processes for streamlining
- Implementing software – LexMark
- Contract Database in Procurement
 - Grew in scope to include 140 contracts from across campus
 - July-August timeframe for going live
- Fund Report - AFBR
 - Report written for fund managers with budget and balances info
 - Watch for Go Live in Daily Blast
 - Demonstrations will be available (announced in the Daily Blast), but the report is intuitive, much like a checkbook.
 - Roll-Out in Phases
 - Phase I – Summary level for Cash funds (grants, auxiliary, foundation, PD and RD) will be available. General fund data will not be available until a later phase.
 - Phase II – Drill down to expense detail, i.e., names of employees, tuition.
 - Phase III – Encumbrance detail will be available.
 - Report made available now to research faculty en masse.
 - Will access a standard report through new icon in Trailhead.
 - Report will available to others, i.e., fiscal officers, PAs, through the COGNOS access.
 - Will have more filtering options.
 - These employees must submit COGNOS authorization form for access.
 - Ralph will send path to AFBR report to Fiscal Officers.

- FY18 Modeling in progress now that 2nd Qtr reporting FY17 completed.
 - Projected deficit of \$4.5 million for FY18
 - Current FY17 is \$780K, but salary savings for vacancies will cover this year. Aggressive hiring is reducing this source for covering deficits in FY18.
 - Therefore, this year there will be no “requests” for future spending accepted from campus.
 - Looking at everything to meet budget
 - Revenue sources, such as tuition, enrollment, incentives for more summer courses, incentives for non-thesis graduate students.
 - Expenses – looking at cost-cutting, but that’s not sustainable because we want Mines to grow.
 - On track for FY18 budget to be ready by March target date.

ORA – Ralph Brown

- Reviewing Post-Awards processes for improvements
- Need to hire a financial compliance manager
 - Focus will be accounting and Accounts Receivable
 - Will use FTE vacant from Eleanor Maes’s retirement
 - CPA will be preferred, though not required, in job announcement
- Consortiums
 - Looking at processes for consortiums now
 - Contact person is Debbie Rickaby at this time, but using a tag-team approach with Johanna for contracts and Ralph for finances.

Controller’s Office – Roger Cusworth

- Transfer of Power to Tressa Reis is underway for Roger’s retirement in June.
 - Please send emails to Tressa that you would previously to send Roger.
 - Roger will be handling more deputy controller’s duties during this transition time.
- TEM
 - The new contract has been awarded to Ellucian.
 - Bringing the colleges into TEM now.
 - CECS is up and running with TEM.
 - CASE is in training now.
 - CERSE is in the plans.
 - Not surprisingly, about 50% people like the change to TEM and 50% don’t.
- Accounts Payable – will be short staffed for a few weeks
 - Chris (Travel) is out of the office for three weeks and the AP clerk is a new temporary employee.
 - There may be some slowdown in processing, but Bill, Cathy and Roger will be working to keep this area running.
- Journal Entries – rolling out JE entry into to Banner by Fiscal Officers
 - Started with Patti in CERSE and it’s going well.
 - Requirement: Must have access to BDM for supporting documents to enter JEs into Banner.
 - Plan for JE entry on campus does not include PAs, only FOs.
 - Contact Tressa if you want to enter JEs into Banner.
 - JEs for Grants - Not included at this time, but is possible.
 - Consider work load for FOs of the large volume of Grant JEs.
 - Determine approval process for grant JEs.

- Project – \$10 million in Foundation Funds are not being utilized.
 - Analyze, develop plan, and implement plan to utilize these funds.
 - Fund managers saving for a “rainy day” is not acceptable reason for not using funds. It’s raining now with our tight budget.
 - Donors are reluctant to give more funds if last gift has not been spent.
 - Target day end of February/early March for plan to be ready.
- COGNOS Report Writing
 - Controller’s Office cannot write reports per requests from campus. They don’t have the manpower because Kwang is their only report writer.
 - Departments and colleges need to develop in-house report writers.
 - Controller’s Office will help with:
 - Facilitating sharing of reports
 - Testing or validating reports.
 - Vicki commented that the Metadata is difficult to understand.
 - Roger replied that report writers get this understanding through trial and error in the Tables as Kwang has done, but writers could contact Mark or Mane with a question about what’s in a specific field.
- Help Sessions – Are these useful?
 - Only 1 or 2 people attended the last Help Session. Is this good utilization of resources for Controller’s Office, ORA and Budget Office?
 - Roger will schedule one more.
 - Possible problems and solutions:
 - Enough publicity? Currently announced in Daily Blast.
 - What do people need help with? Faculty – TEM or Grant Balance?
 - Consider having sign-ups, and cancel if no one signs up.
 - Is the time slot good?
 - Saving up questions for the next session is difficult, so employees not likely to have questions when a session happens to be scheduled. Could there be a topic for each session with some time for open questions? One topic possibility - showcase new reports.
- New Projects on Campus - \$150M in the 18 months
 - New dorm and parking garage will be funded by bonds.
 - New roof on Green Center funded 50% by bonds and 50% by State.
 - Possible new building working with Federal government for USGS.
- Question for Roger – how’s the processing going for timesheet and HR contracts?
 - No recent complaints, though there is a lull in processing with winter break.
 - Thank you for continued efforts for prompt processing of these. It is critical that no employees are working on campus without compliance to HR rules/Federal regulations.

Facilities – Anna Welscott

- As part of the Shared Services process on campus, Anna has a new position, Business Administrator for Operations, covering HMS, ODC (Office of Design and Construction), and Facilities.

- New parking garage with 650-750 spaces
 - Anticipated 16 months of construction to finish in Fall 2019
 - Working with a consultant, with the City of Golden, and with the neighborhoods. There will be meetings for campus input in early February.
 - Site selection – either where the facilities building is now or in the Ford parking lot.
 - Parking rates will probably be higher than in the lots, but site chosen will impact rates.
- Parking in City of Golden
 - New rates and time restrictions were to be implemented 1/17/17, but have been postponed to 1/23/17.

Human Resources – Vicki Nichol for Veronica

- Reminder: Everyone must submit a form to either stay with PERA or switch to Valic within the 60-day open period (by close of business March 1, 2017.)

ACTION ITEMS

- Discuss potential of fiscal officers entering JEs for GRANTS into Banner.
- Fiscal Officers should start looking at Foundation Funds now in preparation for analysis by Controller's Office of spending patterns.
- Bring COGNOS reports to this group for sharing.