

Monthly Fiscal Officers Meeting

2/15/17 - 1:30-3:00 pm

Members Present: Andrea Morello, Lisa Goberis, Ralph Brown, Roger Cusworth, Tressa Ries, Vicki Nichol, Jennie Kenney, Melody Francisco, Nichole Bigley, Annette Pilkington, Anna Welscott, Cherie Dardano, Beth Sjaastad

Members Absent: Veronica Graves, Patti Nichols, Christine Monroe

Meeting Host: Steph Moran

Next Meeting Host: Andrea Morello, March 15, 2017, 1:30-3:00 pm

Information Items:

Office of Research Administration – Ralph Brown

- RA/TA form revisions.
 - Andrea Morello and Jahi Simbai are having a working meeting to rework the RA/TA form to better reflect current business practice and allow for changes without having to use the notes section.
 - ORA will create an online tutorial on how to fill out the form.
 - ORA will get out of pre-auditing and will no longer be signing off on these forms

Procurement Office – Vicki Nichol

- Michael Craig has left Mines. That leaves us with one purchasing agent for the whole campus. Working to get the position filled ASAP, but may experience a little delay in procurement requests.

Controller's Office – Tressa Ries and Roger Cusworth

- CP & C will be conducting a space survey in the near future. You may be contacted to provide information for your area.
- TEM rollout to academic colleges is still in process.
 - CECS online
 - CASE in process
 - CERSE in queue
 - There have been some frustrations with training. Looking to put together an online training.
- Chrome River is the chosen vendor for TEM². Kickoff meeting will be held on 2/22. Will need campus reps to test. Mane is the project manager and has send out an email looking for testers. Please let Tressa or Roger know if you were not on Mane's email and want to volunteer.
- Late timesheets are still a problem.
- FY18 Fringe rates
 - There will be 11 different fringe rates to account for new DC Plan
 - They hope to have approved rates by the end of June

- Non-employee travel
 - It is better to do a TA in advance if paying for non-employee travel. If there is no per diem being paid then a TA is not required.
 - It is best to have employee pay for own travel arrangements and be reimbursed
 - There was discussion and indecision about whether the one card could be used for non-employee travel. Roger said he will investigate and confirm proper practice with the group.
- They are considering not requiring receipts under certain thresholds for the one card. What are the implications? Grant allowability may be a stumbling block.

Budget – Steph Moran

- We are working on fee requests and the FY17-18 budget.
- A discussion ensued relating to fee policy and course fee management. Fee policy applies more stringently than current structure allows. Management of the funds according to the policy is supposed to be down to the course level, however many class fees share one fund in Banner making shadow books the only way to manage to this level. Need to align policy with what is feasible.

Other – Vicki Nichol

- We would like to retire ePrints and have everyone use other tools that are available. Along with this would be the need to open up Fund/Org access to allow for more electronic processing and eventually approvals. When this occurs, everyone will need to monitor transactions more as there is the ability to hit incorrect indexes.

DRAFT