

Monthly Fiscal Officers Meeting

2/1/2018 - 11:00am -12:00pm

Members in attendance: Lisa Goberis, Andrea Morello , Tressa Ries, Vicki Nichol, Melody Francisco, Annette Pilkington, Anna Welscott, Beth Sjaastad, Johanna Eagan, Christine Monroe, Patti Nichols, Veronica Graves, Jennie Kenney, Cherie Dardano, Nichole Bigley, ~~Ralph Brown~~

Meeting Host: Johanna Eagan

Next Meeting Host: TBD

Information Items

- **Procurement** (Natalie)
 - Contract & Research System (CRS) launching March 1st with Phase 1
 - No legacy loads so the all data will be entered as new contracts come in
 - Expense Contracts – Follow current procedures -> email procurement@mines.edu with PO Req and contract. Procurement Team will enter details into CRS
 - Revenue Contracts – Will be initiated/submitted via the End User Portal
 - Training to Campus soon!!!
 - Benefits: good for tracking status of contract, will send expiration notices, etc.
 - Natalie changed her email to nvega@mines.edu – update your contact lists!!

- **ORA** (Johanna)
 - CRS Phase 2 – Research: About 60% done with the Proposal side. We are trying to maintain the features everyone likes about Cayuse (easy use and routing) but incorporating things that have been requested – cost share will be tracked and routed in the system versus via paper.
 - ORA is starting new Deficit Resolution procedures. ORA will be responsible for reviewing all accounts in deficit to determine cause and different resolution actions. Those options will be sent to faculty for their approval or decision. If we receive no response, there is a scale of escalation. ORA’s goal is to have deficits resolved in under 60 days (unless approved under the At-Risk process)
 - Intake Project: ORA launched a new project in Dec to start getting a handle on how information and requests are sent to ORA. Our goal is to start tracking information/requests so that we can provide better customer service and establish expected turnaround times. Looking at different tools to help manage and track workloads.
 - Tressa is also starting a similar project so ORA and Controller’s Office will be/should be coordinating for campus consistency
 - ORA is down a GA. Please forward any outstanding transactions to Sheri Reading at sreading@mines.edu

- **Controller’s Office** (Tressa)
 - Personnel Moves/Changes:
 - AP Data Entry Specialist – In hiring process with an offer anticipated soon

- Credit Card Administrator – Posting still open; Nicole Horton (front desk) is covering until position is filled
 - Benefits Coordinator – Nancy Cummings from HR has filled this position
 - HR Data Specialist (Diana Combs): Now reports to Mark Jones (finance and HR data under one roof now)
 - 2 Temps: One covering the front desk operations until Nicole moves back; one is cleaning up TEM transactions. There are 4,000 unallocated transactions in TEM that need to be addressed. Emails are going out and if unresolved, Controller will be turning off OneCards. Email notifications will go if this step is taken and Fiscal Officers will be cc'd.
 - 2 New Staff Members coming on board to the Shared Service team: These positions will be focused on travel and will be “Preparers” for Academic Faculty and others
 - Chrome River is launching to campus March/April
 - The launch is coordinating with the launch of Shared Services.
 - Shared Services will be coming to campus in Phases; First is Travel with the new “Preparer” positions
- **Budget (Steph)**
 - FY19 Budget Process has begun!
 - New initiatives (like those coming from Sibson and online initiative) are getting priority.
 - We currently estimate there will be roughly \$1M budget available for other requests after funding the new initiatives.
 - Revenue Modeling needs to be reviewed since we recently learned we lost 47 freshmen between Fall and Spring semester (47 vs ~20 last year).
 - Streamlining to be Strategic! The budget office is starting the process to review procedures and steps to make them more efficient. Part of the discussions involved how to get the daily grind activities more efficient and more accurate. We are going to start moving to monthly review and cleanup of activity to allow for more accurate financial analysis and decision making. Since we are all so integrated, we will all be affected by this change in operating.
 - Much discussion on the how this might be difficult; specifically with the following...
 - Payroll Reallocations – Only happen once a month – tough to manage accounts if waiting for a PR.
 - PRs are often incomplete/incorrect which causes further delays for everyone
 - Would Shared Services be able to help with this? Yes & No – depends on what the underlying problems are causing so many PRs. This needs further investigation.
 - A potential solution could be opening up the Banner screen PHAREDS to campus so that data entry can be done at the campus level. (Would need to investigate Banner Roles with CCIT)
 - How about ePAFs? Have we figured how to utilize this feature to its full potential?
 - Expenses outside of one’s control – example is utility charges need to be received and routed through several offices and if there is hold up in one (or from the vendor) how do we manage?
 - Approvals – approvals can hang up expense clean up. A group is looking at developing an Approval Policy that may help this concern.
 - **Campus Updates (All)**

- (Patti) When is Fund/Org security going to be turned off?
 - (Tressa & Johanna) Right now it has been left on due to E-Prints. Turning it off would require one to search for their funds in E-Prints. Faculty did not want to.
 - ORA, Controller's and CCIT have met about turning E-Prints off but we need to make sure there are alternate reports within Cognos before that can happen.