

## Monthly Fiscal Officers Meeting

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

---

Members Present: Lisa Goberis, Andrea Morello, Roger Cusworth, Tressa Ries, Vicki Nichol, Melody Francisco, Annette Pilkington, Anna Welscott, Beth Sjaastad, Johanna Eagan, Christine Monroe, Patti Nichols

Members Absent: Veronica Graves, Jennie Kenney, Cherie Dardano, Nichole Bigley, Ralph Brown

Meeting Host: Andrea Morello

Next Meeting Host: Ralph Brown, April 19, 2017, 1:30-3:00 pm

---

### Information Items

#### **Discussion/Items from Campus – all**

- [Patti]
  - Inaccurate IDC encumbrances (if spending differently than budgeted)
  - Bigger conversation about why spending is different
  - Fix put in place Feb 1st now includes “old” grants that weren’t originally included in auto IDC encumbrance
  - Send screenshots/how to for using and installing BDM
  - Depts. requesting Copy Center backup to be uploaded (incl copier leases)
- [Johanna]
  - Record retention module for BDM wasn’t initially purchased so ORA retention rules make using BDM more difficult
  - POs, journal entries, ISSUs currently in BDM
  - Long processing items on JEs, payroll reallocations from ORA/Controller
  - Notify Roger if over 5 bus. Days
- [Lisa]
  - Encumbrances not being liquidated in TEM
  - Roger says be sure to mark yes for ‘Final Report’ or “Release Encumbrance”
  - Roger, Bill, Kathy are POCs
  - All snack machines on campus being replaced Friday of Spring Break with new ones installed Monday/Tuesday

#### **Procurement – Natalie Martinez**

- Contracts Admin that reported to Mike Bowker will be realigned to Purchasing
- As of April 1st, Sherry
- New contracts database ETA ~July
- Mike’s replacement search underway (phone interviews starting next week, should be ~1 month before replacement)
- RFP for Design and Print services

### **Budget – Steph Moran**

- Forecasts due today
- FY18 budget close to finalized (strategic requests btw VPs etc.)
- 2.5% salary raise pool for faculty and classified (tentative)
- Budget committee meeting on March 23rd
- Vacant position reworked to Budget Analyst and will be posted this week (formerly Dave Clabaugh)
- Challenges with 5% holdback – note in forecasts

### **ORA – Johanna Eagan**

- Fin Compliance Mgr at pass/fail stage (ETA April hire)
- Big push for deficit cleanup before year end (announced yesterday at Faculty Senate)
  - [Roger] RD accounts will be used as backup if not cleared
- July 1st changes to micropurchase threshold to \$3500 if research funds used even if non-federal
  - 3 quotes needed for \$3.5k - \$5k including pcard per Uniform Guidance
- Co-accounting@mines.edu for JEs
- AFBR timeline update
  - Expense detail by end of Spring
  - Encumbrances delayed GF first
- [Andrea] Update on status of RA/TA form remodel

### **Controller's Office – Tressa Ries and Roger Cusworth**

- Tressa sent out table for using acct codes accurately (feedback requested)
- March 22nd – April 12th Kwang out, Tressa communicating who to contact
- Space Survey for F&A rate proposal ongoing
- Deputy Controller interviews next week (on campus)
- Foundation gift funds – why are we not spending? Controller's Office did an analysis and will be speaking to FO's and fund managers
  - 30 million unspent across campus, may result in reduced general funds to force spending
- External Audit begins at end of May
- TEM training wrapping up in CECS and CASE
- Ghost card charges will be allocated to individuals in TEM so they can include on their TEs
- TEM2 user groups meeting Fridays (much more flexibility than TEM)
  - Push to get students in TEM
- Late timesheets and HR forms → will likely begin financial penalties
- Dramatic increase in student awards → looking at why and how to regulate ~400 month
- Send out preliminary report for Foundation Cert. ~May