

FISCAL OFFICERS MEETING
April 20, 2016

Attendees: Roger Cusworth, Ralph Brown, Tressa Constantineau Ries, Anna Welscott, Vicki Nichol, Lisa Goberis, Veronica Graves, Jean Yeager, Melody Francisco, Christine Monroe, Andrea Morello, Cherie Dardano, Nicole Bigley, Beth Sjaastad, Jennie Kenney, Patty Nichols

Hosting next month meeting – Jean in the GRL conference room.

Veronica

- Please let HR know of any employees that are on an extended leave of absence. Call Ann for those on medical leave and Janice for all other leaves.
- Page Up (Application software) testing is next week and going live May 15th. Further using will be applicants, search chair, hiring manager and anyone involved in a search.

Vicki

- Budget is still in the process of finalizing the budgets for FY17.
- We are tracking enrollment closely. The numbers are looking better but the mix is not was anticipated. 3rd quarter forecast adjustments are being reviewed.
- Let Budget know of any anticipated funding that will not going to be used so that it can be re-allocated. 0% increase for classified in the long bill. No decision yet on exempt staff.
- Procurement has a new process for change orders – same approval as the original PO and approved prior to execution.
- Change orders can no longer be an after-the-fact request. Approval will follow the signature policy once it has been implemented.
- New copiers are being installed throughout campus. The campus is being asked to look at the new options and choice the one that fits their need. The library is moving to color copier.

Roger

- Travel is changing wording to clarify the definition of travel changed for personal reasons, The university will cover cost caused by the employee illness but will not cover the cost caused by a family illness or a personal choice to change the travel plans.
- Travel Documentation – there has been a large number of travelers submitted with poor documentation. Make sure that everyone is using the correct forms, per diem etc. Make sure it is all clear and correct.
- Controller's Office will be creating a new RFP to replace the current TEM. It will still be called TEM.
- Time Sheet – Students must have all time sheets completed before they leave in May.

- Fiscal Policy – Effective July 1st Mines will not reimbursing taxes for out of pocket expenses. Students are exempt.
- Petty Cash –Paying travel expenses with petty cash is not an appropriate use of petty cash. Don't use petty cash to reimburse taxes.
- Reimbursements request after 60 day will be decline, more than 60 days will also be taxes (travel and Voucher).
- \$60 will be contributed towards high deductible insurance for classified staff.

Ralph

- Billing Specialist interview will be the week of April 20th.
- Kayla Boester has joined the ORA.
- ORA is working on PI check book report and COGNOS reports.
- R&D audit (year-end audit) will be June20 – July 1.
- Get in at-risk funding as soon as possible.

Anna

- Parking Study – proposed new rates: commuter \$75 to 105, general 190 to 265, reserved 400 to 400, Guest rate: general lots staying \$8, Commuter lots changing to \$5.
- Increasing Parking – expanding the D lot, C lot is changing to general pot, J lot changing to commuter lot.