

Monthly Fiscal Officers Meeting

6/15/16 - 2:00-3:00 pm

Members Present: Andrea Morello, Ralph Brown, Roger Cusworth, Vicki Nichol, Christine Monroe, Tressa Ries, Cherie Dardano, Melody Francisco, Jean Yeager, Nichole Bigley, Anna Welscott, Vanessa Gonzalez, Steph Moran, Tressa Ries, Patti Nichols

Members Absent: Lisa Goberis, Veronica Graves, Beth Sjaastad

Guests Present: Savannah Cowen, CO Intern, Bill Bowen, Accounting Manager

Meeting Host: Patti Nichols, Marquez Room 210

Next Meeting Host: August 17, 2016, 2:00-3:30 pm-Wagner Board Room in the Welcome Center-hosted by Nichole Bigley – changed to one and a half hour monthly meetings.

Information Items:

Office of Research Administration – Ralph Brown

- Closing deadline for all research related adjustments for grants is July 19.
- ORA is fully staffed and all new employees are getting up to speed.

Budget and Procurement Office – Vicki Nichol

- Ryan McGuirk is the new Contracts Administrator in Procurement. He is a lawyer and will concentrate on the more complex contracts.
- FPOs and VRs should be sent directly to the Controller's Office and not to Procurement.
- Steph Moran discussed the new Budget Forecast spreadsheet with the non-academic fiscal officers. The forecast is for actuals and calculates variances and requires explanations. FY17 spending plan will be due late July or early August. Forecast due dates will remain unchanged at September 15th, December 15th, and March 15th.
- Procurement is increasing the threshold for bids Three (3) bids are required for goods/services; the threshold is increasing to \$50k.
- Effective July 1, 2016, all change orders will require approval similar to PO approvals.

Controller's Office – Roger Cusworth

- University Issued Clothing Policy- Anticipated roll-out of policy is July 1. Daily Blast to Campus.
- As of July 1 any “out of pocket” purchases with tax will only be reimbursed for the pre-tax amount (students are exempt). Daily Blast to Campus.
- As of July 1, travel reimbursements, VR’s, submitted after 60 days are taxable, and those submitted after six months may not be reimbursed at all. There will be a minimal grace period during this transition. There are many travel issues (document attached) within the academic departments; hard copies of the TE will be returned to departments for correction. In TEM, approvers are not fully reviewing documentation; reports will be returned for correction and any missing documents. Daily Blast to Campus.
- Tressa Ries is initiating meetings to consider new positions of administrative support at the college level. Details will be worked out and a job description is projected for Aug 1.
- Transition in Controller’s Office, effectively immediately:
 - Cindy Kerr moving back to AP Clerk
 - Chris Frank is at the Travel Desk (only paper travel forms; Roger is reviewing TEM travel for now)
- Refer to the Controller’s website for critical fiscal year end dates.
- Travel
 - Early boarding/seat selection fees will be reimbursed for \$15 per segment or \$30 for a standard round trip.
 - Looking to add another travel agent from the list approved by the State.
 - Proposal to train faculty who frequently fly internationally to be “exempt” from certain approvals and using the school’s travel agent.
 - Baggage fees must be the least expensive fee offered by the airline, noting that carry-on may be more than checked.
 - A new travel software module will be demonstrated on July 28th and 29th, with 2 companies participating. All are encouraged to participate.
- Year End Accruals
 - \$100 or more for operating accounts
 - \$10k or more for all other FY16 expenses