

Monthly Fiscal Officer Meeting

May 17, 2017

<i>Name - Department</i>	<i>Present</i>	<i>Name - Department</i>	<i>Present</i>
<i>Bigley, Nichole - CECS</i>	<i>X</i>	<i>Monroe, Christine - Library</i>	<i>X</i>
<i>Brown, Ralph - ORA</i>		<i>Moran, Steph - A&O</i>	<i>X</i>
<i>Constantineau Ries, Tress - Controller</i>	<i>X</i>	<i>Morello, Andrea - CASE</i>	
<i>Cusworth, Roger - Controller</i>		<i>Nichol, Vicki - A&O</i>	
<i>Dardano, Cherie - CCIT</i>	<i>X</i>	<i>Nichols, Patti - CERSE</i>	
<i>Eagen, Johanna - ORA</i>	<i>X</i>	<i>Pilkington, Annette - WISEM</i>	<i>X</i>
<i>Francisco, Melody - Special Programs & Cont. Ed.</i>	<i>X</i>	<i>Ries, Tressa - Controller</i>	
<i>Goberis, Lisa - VP & Dean of Students</i>		<i>Sjaastad, Beth - CGS</i>	<i>X</i>
<i>Graves, Veronica - HR</i>	<i>X</i>	<i>Welscott, Anna - Facilities</i>	<i>X</i>
<i>Kenney, Jennie - Provost's Office</i>	<i>X</i>	<i>Yeager, Jean - Research & Tech. Transfer</i>	

Guests Present:

Meeting Host: Nichole Bigley, Welcome Center Conference Room

Next Meeting Host: Annette Pilkington, June 21, 2017, Welcome Center Conference Room

Information Items

Controller's Office

- Year End close schedule
 - Dates are available on the website
 - Currently \$1 million in transactions in TEM not reallocated
- TEM² currently in testing
 - Students will not be added – continue to use paper form
- Foundation Meeting
 - Collaboration between the Foundation and the Controller's Office is in progress
 - Requests to campus will be consolidated and collaborative between offices
 - Kwang will update the email notification for new foundation accounts
 - Will include alcohol allow ability in the email
 - Guidelines for Foundation accounts are available in the shared drive

Office of Research & Administration

- ORA has taken themselves out of the HR form approval process
 - The unintended consequence are:
 - At risk requests must be submitted prior to the HR form
- In order to move tuition
 - Complete a revised contract if it is still within the same term
 - Complete a JE if it is outside of the term
- Consortia updates are coming soon
- Vacation schedule from ORA staff will be announced

- Joint appointments could increase the total number of e-classes, if approved
 - Board of Trustee votes June 2nd
- Inform ORA if faculty are leaving
 - They will need to complete possible financial/legal obligations prior to exit
 - Needs a three month lead time

Administration and Operations

- Hiring for Dave's old position
- Have hired a new procurement person – Shannon Sprague
- Campus will need to convert to BANNER 9 by December 2018
 - Possible timeline is September to December 2017
 - Training will be available after implementation
- Purchase requisition training is possible

Human Resources

- Working on eliminating HR forms (adjunct)
- E-class
 - Creating new e-class, "Project Support" for one person
 - Contract arraignment
 - Hourly
 - Fringe rate is administrative faculty
 - E-class matrix will be available on the HR website
- Research hourly position should only be used for a temporary position (i.e. grad student working in the summer)