

Monthly Fiscal Officer Meeting

July 19, 2017

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

Guests Present:

Meeting Host: Annette Pilkington, Welcome Center Conference Room

Next Meeting Host: Christine Monroe, August 16, 2017, Welcome Center Conference Room

Information Items

Controller's Office – Tressa Ries

- Year End Close
 - Period closes July 28.
 - Office is finishing close processes now. Thanks to all for providing information quickly and wrapping up TEM. If faculty need help with TEM, a rep from Controller's Office will come to the faculty member's office to help.
- Ries is looking at how to make financial policies and procedures more efficient and sensible. Considering shared services for TEM rollout, especially with Chrome River. If help is needed, one should call Controller's Office, they will provide one-on-one training, rather than additional group training.
- Ries is looking at travel procedures, travel encumbrances and the possibility of waiving the TA. She is getting mixed responses from DHs, they just want to know where their faculty are and don't care as much about anticipated expenses. TAs can cause encumbrance problems in TEM, some research grants require TAs. Ries asked for feedback on issues faculty have with current travel policy. Also looking at the 75% rule for first and last travel day. At other schools, if departure is before 7:00 am or return is after 7:00 pm then traveler receives full per diem.
- Considering whether Mines needs both One Cards and Event Cards. Perhaps Mines should have a single card and allow alcohol to be charged to One Cards for people with an alcohol exception. Also looking at situations where people don't have a One Card. In those cases, on occasion, can cardholders pay for others people's travel or expenses?
- Looking at whether or not to bring students into TEM/Chrome River.

Purchasing - Natalie Martinez

- Office is fully staffed.
- Purchasing has been working on year-end closing tasks, their part is complete.
- Starting to get FY18 contracts and standing orders encumbered.
- Continuing to work on contracts database. When database is ready, training will be provided.
- Mines' insurance has changed but there will be no noticeable change to campus. The change has reduced the school's premiums. Martinez will work with areas that have claims. Recent power outage caused damage on campus. Anyone noticing damage should contact Martinez.
- Martinez explained if school business is done using a personal vehicle and an accident occurs it falls under the person's personal insurance, not Mines' insurance. If this is a concern, people should drive a rental car or use a school vehicle for school business.

Budget - Steph Moran

- Those with ability to post in period 14 can still post budget entries next week but not journal entries. Plan to have budgets booked by July 31. Budget office will ask for annual spending plans to be submitted by August 15. This is a little earlier than normal. Typically, the annual spending plan is submitted along with the Q1 forecast September 15th, but since budgets will be booked by the end of July, budget office is moving the planning up a month. Quarterly forecasts will be due as usual on September 15.
- The budget office plans to provide additional training for high volume areas so they can input their own budget entries (IT, Operations, Student Life). The office is also planning to provide budget training to campus, similar to workshops recently provided by Danielle LeClair for the Student Life area. The Sibson study found that campus didn't know how to find budget information.
- Fiscal Officers should look closely at all positions to ensure budget allocations for each position make sense.

Facilities – Anna Welscott

- Due to the insurance change, Tom Garza will send out emails to people with permission to drive fleet vehicles to have their Motor Vehicle Reports (MVR) rerun. Reports cost \$13.50 for people with CO licenses. A third party vendor provides approval and report results are available in a week or more, therefore, people planning to drive fleet vehicles need to plan ahead.

Office of Research & Administration – No report

Administration and Operations – No report

Human Resources – No Report

Other Areas

- CERSE looking for new temp in Mining.
- Student Life is getting books closed and noted that some activities that span FY17 and 18 are challenging.
- CECS reported Mines has a Space X competition team, students will travel to LA for competition to build a space pod.

- CBE Department is seeking new staff for the department, they are two people short. They may restructure the positions to keep all of the advising with one position and all of the accounting with the other position.
- CCIT has a new employee in the Enterprise group.