

Monthly Fiscal Officer Meeting

September 20, 2017

<i>Name - Department</i>	<i>Present</i>	<i>Name - Department</i>	<i>Present</i>
<i>Bigley, Nichole - CECS</i>		<i>Christine Monroe-Library</i>	<i>X</i>
<i>Dardano, Cherie - CCIT</i>		<i>Moran, Steph - A&O</i>	<i>X</i>
<i>Eagen, Johanna - ORA</i>	<i>X</i>	<i>Morello, Andrea - CASE</i>	<i>X</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>Pilkington, Annette - WISEM</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>X</i>	<i>Welscott, Anna - Facilities</i>	
<i>Natalie Martinez - Purchasing</i>	<i>X</i>	<i>Yeager, Jean - Research & Tech. Transfer</i>	

Guests Present:

Meeting Host: Christine Monroe, Welcome Center Conference Room

Next Meeting Host: Patti Nichols, October 18, 2017, Welcome Center Conference Room

Information Items

Controller's Office – Tressa Ries

- Changes in Controllers Office
 - Bill Bowen is no longer with us; Mane Poghosyan has been overseeing AP but will be covering Bursar duties while Bursar is out. Tressa will cover AP during this time.
- Improvements:
 - Phasing out Event Card, One Card will replace it with exemptions and increased limits.
 - Chrome River, which is in the testing phase now, will replace TEM in December; working with CCIT on integration with Banner; watch Daily Blasts for schedules of demos next week. There is a TEM help session tomorrow.
 - Phasing out PCards, please ask your departments to turn them in.
 - Approved individuals only can purchase gift cards, for example, Nancy Cummings in HR. Johanna would like a process for research projects.
 - If you need a gift card start with Tressa.
- Travel Policy:
 - No receipts needed for purchases under \$50.
 - State approved Travel Agency does not have to be used for Domestic travel.
 - No preapproval needed for Domestic travel unless DH or Dean requires it.
 - \$25 per night for staying with friends & family.

Budget - Steph Moran

- Updating Policies/Guidelines linked on web; once Vicki reviews, they will be shared out with the group for review and input prior to posting.

- Looking at improving the website to be more robust with more information, such as budget timelines.
- Jenny Phou is our new Budget Analyst, she will be taking over position budgeting from Shelley; Shelley's work will become more project based.
- Vanessa asked about more new Cognos reports; Steph replied that currently that is low on the priority considering the projects that are on the Budget Office's list.
- Fall enrollment looks good.

Purchasing - Natalie Martinez

- One Purchasing Agent is gone, in the process of a new hire, hopefully within three weeks.
- Contracts Database will be out in 2/2018; early in testing and approvals, continue to add to the database.
- As of 7/1, we have opted out of the State Risk Management and purchased insurance ourselves with a broker; there are not many changes but one is that there is a \$50K deductible; figuring out how to cover gap.

Office of Research & Administration – Johanna

- Lost billing specialist; working on a new hire, interviews soon.
- FY18 is the Year of Financial Cleanup; looking at cost share and consortia.
 - Financial analyst is looking at cost share and is 40% through; October will start looking at consortia.
- AFBR- went out to campus in August: you can now see expense values, salary, and tuition; please see the AFBR FAQ page.
- Next up General Funds hopefully next FY; summary and detail.
- Cayuse to be replaced by CRS (Contracts & Research System) in 12/2018; it will look and feel the same; there will be a research module and a contracts module.
 - Put on your radar: what kind of info do you want? For example, cost share tracking, consortia tracking. The goal is to eliminate shadow systems. It is very customizable and provides robust reporting.
- Research has a temp for 6 months working on catching up closeouts.

Administration and Operations – No report

Human Resources – No Report

Other Updates:

- Jennie reports there is a temp in AA until December; Kayla Delgado is working on putting documents into the BDM.
- Beth Sjaastad reports that Field Season is busy.
- Patti reports that the temp in MN will go permanent.
- Vanessa reports the new Department Manger will help with lab space and external relationships with industry. There should be a new CEE DH in January; there are two internal candidates; student numbers are growing in ME & CEE; Nicole will be back in November.
- Andrea reports that the third AA position in CBE should be filled in November.
- Vanessa inquired about delays in Payroll processing; Tressa indicated that a shared services model is being evaluated.