Information Items

Budget – Vicki Nichol and Steph Moran

- In the contracting phase for the change management company
  - Will be analyzing business processes across campus
  - Will help prioritize processes for streamlining

- Implementing software – LexMark

- Contract Database in Procurement
  - Grew in scope to include 140 contracts from across campus
  - July-August timeframe for going live

- Fund Report - AFBR
  - Report written for fund managers with budget and balances info
  - Watch for Go Live in Daily Blast
  - Demonstrations will be available (announced in the Daily Blast), but the report is intuitive, much like a checkbook.
  - Roll-Out in Phases
    - Phase I – Summary level for Cash funds (grants, auxiliary, foundation, PD and RD) will be available. General fund data will not be available until a later phase.
    - Phase II – Drill down to expense detail, i.e., names of employees, tuition.
    - Phase III – Encumbrance detail will be available.
  - Report made available now to research faculty en masse.
    - Will access a standard report through new icon in Trailhead.
  - Report will available to others, i.e., fiscal officers, PAs, through the COGNOS access.
    - Will have more filtering options.
    - These employees must submit COGNOS authorization form for access.
  - Ralph will send path to AFBR report to Fiscal Officers.
FY18 Modeling in progress now that 2nd Qtr reporting FY17 completed.
  - Projected deficit of $4.5 million for FY18
  - Current FY17 is $780K, but salary savings for vacancies will cover this year. Aggressive hiring is reducing this source for covering deficits in FY18.
  - Therefore, this year there will be no “requests” for future spending accepted from campus.
  - Looking at everything to meet budget
    - Revenue sources, such as tuition, enrollment, incentives for more summer courses, incentives for non-thesis graduate students.
    - Expenses – looking at cost-cutting, but that’s not sustainable because we want Mines to grow.
  - On track for FY18 budget to be ready by March target date.

ORA – Ralph Brown
  - Reviewing Post-Awards processes for improvements
  - Need to hire a financial compliance manager
    - Focus will be accounting and Accounts Receivable
    - Will use FTE vacant from Eleanor Maes’s retirement
    - CPA will be preferred, though not required, in job announcement
  - Consortiums
    - Looking at processes for consortiums now
    - Contact person is Debbie Rickaby at this time, but using a tag-team approach with Johanna for contracts and Ralph for finances.

Controller’s Office – Roger Cusworth
  - Transfer of Power to Tressa Reis is underway for Roger’s retirement in June.
    - Please send emails to Tressa that you would previously to send Roger.
    - Roger will be handling more deputy controller’s duties during this transition time.
  - TEM
    - The new contract has been awarded to Ellucian.
    - Bringing the colleges into TEM now.
      - CECS is up and running with TEM.
      - CASE is in training now.
      - CERSE is in the plans.
    - Not surprisingly, about 50% people like the change to TEM and 50% don’t.
  - Accounts Payable – will be short staffed for a few weeks
    - Chris (Travel) is out of the office for three weeks and the AP clerk is a new temporary employee.
    - There may be some slowdown in processing, but Bill, Cathy and Roger will be working to keep this area running.
  - Journal Entries – rolling out JE entry into to Banner by Fiscal Officers
    - Started with Patti in CERSE and it’s going well.
    - Requirement: Must have access to BDM for supporting documents to enter JEs into Banner.
    - Plan for JE entry on campus does not include PAs, only FOs.
    - Contact Tressa if you want to enter JEs into Banner.
    - JEs for Grants - Not included at this time, but is possible.
      - Consider work load for FOs of the large volume of Grant JEs.
      - Determine approval process for grant JEs.
• Project – $10 million in Foundation Funds are not being utilized.
  o Analyze, develop plan, and implement plan to utilize these funds.
    ▪ Fund managers saving for a “rainy day” is not acceptable reason for not using funds. It’s raining now with our tight budget.
    ▪ Donors are reluctant to give more funds if last gift has not been spent.
  o Target day end of February/early March for plan to be ready.

• COGNOS Report Writing
  o Controller’s Office cannot write reports per requests from campus. They don’t have the manpower because Kwang is their only report writer.
  o Departments and colleges need to develop in-house report writers.
  o Controller’s Office will help with:
    ▪ Facilitating sharing of reports
    ▪ Testing or validating reports.
  o Vicki commented that the Metadata is difficult to understand.
    ▪ Roger replied that report writers get this understanding through trial and error in the Tables as Kwang has done, but writers could contact Mark or Mane with a question about what’s in a specific field.

• Help Sessions – Are these useful?
  o Only 1 or 2 people attended the last Help Session. Is this good utilization of resources for Controller’s Office, ORA and Budget Office?
  o Roger will schedule one more.
  o Possible problems and solutions:
    ▪ Enough publicity? Currently announced in Daily Blast.
    ▪ What do people need help with? Faculty – TEM or Grant Balance?
    ▪ Consider having sign-ups, and cancel if no one signs up.
    ▪ Is the time slot good?
    ▪ Saving up questions for the next session is difficult, so employees not likely to have questions when a session happens to be scheduled. Could there be a topic for each session with some time for open questions? One topic possibility - showcase new reports.

• New Projects on Campus - $150M in the 18 months
  o New dorm and parking garage will be funded by bonds.
  o New roof on Green Center funded 50% by bonds and 50% by State.
  o Possible new building working with Federal government for USGS.

• Question for Roger – how’s the processing going for timesheet and HR contracts?
  o No recent complaints, though there is a lull in processing with winter break.
  o Thank you for continued efforts for prompt processing of these. It is critical that no employees are working on campus without compliance to HR rules/Federal regulations.

Facilities – Anna Welscott
• As part of the Shared Services process on campus, Anna has a new position, Business Administrator for Operations, covering HMS, ODC (Office of Design and Construction), and Facilities.
• New parking garage with 650-750 spaces
  o Anticipated 16 months of construction to finish in Fall 2019
  o Working with a consultant, with the City of Golden, and with the neighborhoods. There will
    meetings for campus input in early February.
  o Site selection – either where the facilities building is now or in the Ford parking lot.
  o Parking rates will probably be higher than in the lots, but site chosen will impact rates.

• Parking in City of Golden
  o New rates and time constrictions were to be implemented 1/17/17, but have been postponed to
    1/23/17.

Human Resources – Vicki Nichol for Veronica
• Reminder: Everyone must submit a form to either stay with PERA or switch to Valic within the 60-day
  open period (by close of business March 1, 2017.)

ACTION ITEMS

• Discuss potential of fiscal officers entering JEs for GRANTS into Banner.
• Fiscal Officers should start looking at Foundation Funds now in preparation for analysis by Controller’s
  Office of spending patterns.
• Bring COGNOS reports to this group for sharing.