Monthly Fiscal Officer Meeting

May 17, 2017

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

Meeting Host: Nichole Bigley, Welcome Center Conference Room

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

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Information Items

Controller’s Office

- Year End close schedule
  - Dates are available on the website
  - Currently $1 million in transactions in TEM not reallocated
- TEM$ 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
  o Board of Trustee votes June 2nd
• Inform ORA if faculty are leaving
  o They will need to complete possible financial/legal obligations prior to exit
  o 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
  o Possible timeline is September to December 2017
  o Training will be available after implementation
• Purchase requisition training is possible

Human Resources
• Working on eliminating HR forms (adjunct)
• E-class
  o Creating new e-class, “Project Support” for one person
    ▪ Contract arraignment
    ▪ Hourly
    ▪ Fringe rate is administrative faculty
  o 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)