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.
  o 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.
  o 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.