Administration & Finance Chief Financial Officer:

- Met with potential buyers for the sale of Holden Houses.
- Participated in meetings with President and Regents to review budget for School of Veterinary Medicine.
- College Budget Hearings began and will continue through the month of March.
- Participated in Department Forum meetings with President, Provost and Chief of Staff.
- TTU-CR Steering Committee meeting held February 15, 2018.
- Approval and implementation of Summer 2018 Task Force recommendations.
- Enterprise Risk Management committee meetings held for FY 2018 cycle and May Board of Regent briefing.
- Spoke at Housing Staff Development luncheon.
- F&A Rate Proposal review and filing completed.
- Training and Travel by the CFO:
  - Houston, TX TASSCUBO Conference

A detailed listing of all division activities and accomplishments can be found on the AFISM webpage
(http://www.depts.ttu.edu/adminfinance/AccomplishmentTracker/Default.aspx). Administration & Finance team
leaders are encouraged to report department activities and accomplishments on this page. Some highlights are included
on the following pages.
Fiscal Services:

Budget and Resource Planning and Management:

- The Assistant Director attended the Mentor Tech event for mentors and mentees to build mentoring relationships.
- Analysts have been working with departments to answer questions regarding eligibility requirements and to process and approve merit ePafs for midyear merit approved by Board of Regents in December.
- The Assistant Director attended the ‘Whitebirch Training Series: Hubs and Connections’ to learn new skills related to the Whitebirch Projection software.

Financial & Managerial Reporting Services (FMRS):

- AVP reviewed 13 campus department continuous improvement assessment reports to provide feedback to Office of Planning and Assessment to help with improving overall annual assessment reporting and was part of the institutional effectiveness committee work that is performed throughout the year.
- AVP met with Finance Managing Director direct reports to discuss results of 360 surveys as part of a continuous improvement process to strengthen leadership skills.
- AVP met with TTU CFO, Enrollment Management and AFISM to discuss new enrollment management dashboard and scholarship funding proposals.
- FMRS staff coordinated responses to State of Texas Comptroller AFR questions related to the FY17 TTU System Combined AFR after researching and contacting component institutions for additional information.
- Assistant Director completed SACUBO's Benchmarking Study with TTU's FY17 financial data. The benchmarking tool allows participating Universities to benchmark against other Universities participating in the study through the use of various reports and comparisons. This is the 5th year TTU has participated in the study.
- Director prepared the finance section of the annual IPEDS report for TTU System Administration.
- AVP provided FY17 CAFR recap presentation to TTU System CFO council at TASSCUBO conference.
- AVP combined component institution unrestricted net position detail for TTU System CFO office for CAFR Board Presentation at March 2018 meeting.
- AVP provided TTU System internal audit with review comments for FY17 TTU Public Media audited financial report as requested by external audit firm. Worked with TTU Public Media financial manager to assist with questions related to review.
- AVP attended TASSCUBO winter meeting.
- AVP and Assistant Director participated in Whitebirch financial forecasting software webinars on 1/11 and 1/24.
- Director attended NACUBO Legislative Lunchcast webinar. Topics covered included HEA Reauthorization, FY19 Appropriations, Perkins Loans, 1098-T changes and others.

Business Services:

Procurement Services:

- Leticia Cobos completed the Comptroller's Contract Manager Training. This is a requirement of her position within the contracting office. This training will help Leticia understand the differences in the Comptroller's requirements for contracts.
- A new E&I contract set up to Labrepcos Inc. is direct with the manufacturer and the contract savings compared to our current contracts for this purchase will be $46,934.44.

Auxiliary Services:

Hospitality Services:

- Hospitality Services Executive Chef McMurrey hosted a cooking demonstration at the Rawls Center for Global Engagement. At the event Chef McMurrey created several recipes around ravioli’s including mushroom ravioli and butternut squash ravioli.
- Executive Chef McMurrey held a demonstration for the Business Learning Community at Murray Residence Hall. The event focused on how to cater for a business reception
- Executive Chef McMurrey along with Lubbock area Culinary Federation assisted the staff from High Point Village in securing a chef to assist with their annual Cooking Summer Camp for special needs individuals.
- Hospitality Services Marketing and Merchandising area received multiple Service Industry Advertising Awards (SIAA). Hospitality Services won silver for imprinted materials, bronze for brochures, and another bronze for integrated marketing campaign. SIAA recognizes the creativity and communication accomplishments of the service industry.
- Hospitality Services opened its first Starbucks Vending Machine at the new Honors Residence Hall. The vending machine will operate when the Starbucks at The Honors Building is closed. The vending machine grinds and brews a fresh cup of coffee in roughly 1 ½ minutes. It is a great addition to the new Starbucks and will help serve customers when the store is closed for the night.

University Student Housing (USH):

- Drew Jahr, Assistant Director, Graduated from the APPA Institute of Facilities Management. This is a 4-year process.
- University Student Housing competed in the American Advertising Federation ADDY Awards, a nationally recognized advertising association with over 40,000 entries for with professional and student categories. They were awarded the Gold ADDY in the professional category Branded Content and Entertainment for their “Residential Tutoring Rebrand” series of minimalist designs, which is the highest-level award per category.
- University Student Housing also contributed to the student category with a short film written and directed by the Marketing and Communications Student Assistant, Juan Gil, with a contribution from the Texas Tech University actor Zach Haile. With a combination of Halloween, Mid-Terms, and creativity, the short film “Tunnels” was awarded the Gold ADDY in Film, Video, and Sound.
- Texas Tech University received the Frank Cloud Award of Excellence; the pinnacle award for the Southwest Association of College & University Housing Officers. Every year there is a different topic that is selected, this year it was Facility and Project Improvement between SWACUHO 2016 and SWACUHO 2018.
- Meg Wallaker was a recipient of the Bob Huss Outstanding Graduate Student Award. Winners of this award have shown to contribute significantly to their residence hall, department, and campus.
Annette Sawadogo was the recipient of the individual Diversity Award. Winners of this award have contributed to their institution and/or SWACUHO in the area of cultural diversity, quality of programs and/or achievements of the individual that have facilitated the growth and betterment of the individual's institutional or regional environment.

**Recreational Sports:**

- Women's Night at the Rec event held on Friday, Feb. 9, 2018 with 900 women in attendance. The Laura Bush Foundation sponsored the event.
- Recreational Sports Fitness/Wellness conducted four events (classes - yoga and Zumba) in the month of February with 412 participants.

**Operations:**

**Operations Division Admin:**

- Completed the President Photo project. We worked with Architecture, Southwest Collections, Marketing and Communications.

**Operations Division of Building Maintenance and Construction:**

- Completed work at new faculty/staff clinic at Student Wellness Center
- Completed take down for 59th Carol of Lights
- Completed 1019 or 1035 Maintenance Work Orders within 30 days (98%)
- Completed 160 of 193 Urgent Work Order Requests within 2 days (82%)

**Operations Division Department of Utilities:**

- Saved $16,399 on gas from 3,844 MLB of cogen steam. Total Energy savings $46,093 for January 2018