Administration & Finance (A&F):

- Coordination and communication on midyear merit pool.
- Addressed Tax Reform Act changes that impacted Higher Education Institutions.
- Continued work to finalize Certificate of Incorporation, Bylaws and Form 1023 Application for Texas Tech Research Park, Inc.; Attended final presentation by consultant, Mr. Greg Deason.
- Participated in GURI budget discussions.
- Developed detailed School of Veterinary Medicine financial and business plan.
- Presented TTU-CR business, financial, and human resources information to potential faculty participants.
- Distributed memorandum and prep schedules for FY 2019 Budget Hearings.
- Continued negotiations for sale of Holden Houses.
- Shared Summer Task Force recommendations with President’s Executive Council.
- 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.
Texas Tech University
Administration and Finance

Fiscal Services:

Budget and Resource Planning and Management:

- Attended meetings to implement the new PAUS (Pay Adjustment Update System) and are continuing with the testing of sub-tasks that have been assigned to our institution.
- Compiled mid-year merit data, entered temporary budgets to facilitate the mid-year merit, entered permanent annualized budgets so the budgets are reflected correctly in FY 2019 budget prep and emailed eligibility/ineligibility lists to each division and the associated business manager to assist with processing.
- The Assistant Director attended the ‘Whitebirch Training Series: FO Tables’ to learn new skills related to the Whitebirch Projection software.
- Completed the FY2018 Quarter 1 USAS/ABEST reconciliation for both Charts T and S to fulfill state mandate. This is a comparison of expenditures and the associated appropriation/strategy coding between the state financial system and the state budget system.

Financial & Managerial Reporting Services (FMRS):

- Revised TTU-CR surveys for Controller & AVP Fiscal Services and CFO review.
- Created cumulative survey spreadsheet.

Business Services:

Procurement Services:

- Travel Services has implemented a new policy regarding the use of personal vehicles for business trips that should significantly cut costs for employee travel.
- Teri Floyd achieved her Certified Public Purchasing Officer certification.
- Procurement Services hosted a forum open to all staff to cover changes, updates, and reminders to those who use our travel system, utilize contracts, work with vendors, and purchase through TechBuy. The forum also notified staff of upcoming trainings, as well as the next surplus warehouse sale.
- Procurement Services was represented at the Lubbock Chamber of Commerce Business Expo. This event helped educate vendors and the community on the processes involved when doing business with TTU, as well as certifications needed, and upcoming potential bid opportunities.
Auxiliary Services:

Hospitality Services:

- Executive Chef McMurrey attended Food Service Director’s Magazine Chef Council Summit at the University of Michigan campus. The chefs participated in hands-on kitchen workshops, field trips, trends presentations, networking events and dining experiences on and off campus.
- Top Tier Catering Kitchen facilitated American Culinary Federation practical exams for three different culinary certifications. The three certifications tested and awarded were for Certified Executive Chef, Certified Sous Chef, and Certified Culinarian. One of Hospitality Services own was part of the testing. Cici Rivera a cook/supervisor from The Fresh Plate at Bledsoe/Gordon received her certified culinarian certification.
- Marketing and Merchandising student Victoria Kahn-Salinas received an award at the American Advertising Awards in the student competition for her work with Hospitality Services.
- One hundred and eighty Hospitality Services employees were CPR/AED certified at a training event hosted by Staff Development and Training.

Recreational Sports:

- 2018 TTU Faculty/Staff Fitness Challenge is underway. 648 individuals are registered with 135 teams taking part in the challenge.
- Coronado High School Special Ed Class came to the Wellness Fair Jan. 31 for a tour of the facility and had an educational sessional about being healthy/eating healthy and making smart choices: This event had 44 students and 7 teachers.
- Lifeguard Certification classes for the Spring semester have been scheduled and registrations opened for in-person and online sales.

Operations:

Operations Division Admin:

- Relocated 40+ staff from Psychology to Drane and TTU Plaza, due to a pipe burst on 12/21/17. Also moved 5 floors of furniture and contents to Reese in 7 days.

Operations Division of Building Maintenance and Construction:

- Boston Avenue Landscape Enhancements from the Southeast corner of the Library on Boston Avenue out to 19th Street. Landscape upgrades on both sides of Boston Avenue and a brick monument sign at 19th Street. This project is approximately 85% complete.
Texas Tech University
Administration and Finance

Operations Division of Engineering Services

- Substantial completion of work at Administration Building and new President's Office area

Operations Division Department of Utilities:

- Approximately $90,000 was saved by installing the #3 Boiler Panel in-house.