



# Texas Tech University

## Administration and Finance

### Administration & Finance (A&F):

- The CFO worked closely on the following:
  - Worked on FY 2017 Operating Budget, Legislative Appropriation Request, and LBB Strategic Fiscal Review.
  - Preparation of agenda items for the August Board of Regents meeting.
  - Toured Maedgen and Psychology, Reese, and library storage locations.
  - Presented at the Housing Summer Association of College and University Housing Officers-I (ACUHO-I) Internship meeting.
  - Continued work on:
    - Differential Tuition implementation and testing
    - Senate Bill 20
    - TTU-CR
    - ESB II
    - System ERM
    - Vet School

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.



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### Finance:

#### Administration and Finance Information Systems Management (AFISM):

- Developed an Ad Hoc report for the TTU Provost and the TTUS CFO's office which provides a breakdown of Endowment percentage by category with the corresponding dollar amount for a Fiscal Year.
- In-class training provided for a total of 88 employees (total of 320 training hours) in various subjects including: Budget Prep, Financial Reporting, HR Reporting, Xtender, ePAF, EOPS, Travel, Financial Transactions System, Property Inventory, TechBuy, and introduction to Cognos.
- Interim Managing Director attended and was involved in the discussion and development of the communication plan to announce the upgrade of all TTU/TTUS users to the new portal system.

#### Accounting Services (AS):

- 2 grant specialist attended a Financial Research Administration Workshop in Chicago for education on the higher education research community and federal rules.
- Tonya Pinkerton, Assistant Managing Director, defended her thesis and was awarded her PhD in Higher Education Administration.
- Submitted invoices and draws for approximately 344 awards totaling approximately \$9.15M expenses claimed.

#### Budget Management & Resource Planning:

- Submitted the Base Reconciliation to the Legislative Budget Board. The Base Reconciliation is the estimated and budgeted state funded expenditures that will be the basis for the financial portion of the LAR submission. In addition, the narrative documents have been submitted to Governmental Relations for review.
- TTU was selected to complete the Strategic Fiscal Review (SFR) process in conjunction with the Legislative Appropriations Request. The 1st of 3 phases of the SFR which provides definitions, implementation data and populations served has been submitted to the Legislative Budget Board.
- Submitted the 3rd Quarter SAO FTE Report.
- Completed the departmental and final balancing phase of the annual budget prep cycle. The 1st draft of the Summary Operating Book has been submitted to the CFO for review.

#### Financial & Managerial Reporting Services:

- AVP prepared TTU AFR summary presentation slides.
- AVP met with Office of Planning and Assessment (OPA) staff and Budget to review results of peer review of Budget and Finance annual Continuous Improvement Assessments to help with preparing the FY16 assessment report.



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- Worked with TTU System Treasury staff to respond to State of Texas Comptroller request for information on the System's Real Estate Investments reported in FY15 CAFR in preparation for the upcoming Governmental Accounting Standards Board (GASB) 72 implementation in FY16 AFR.
- AVP drafted the TTU-CR Financial Support narrative for the SACS Prospectus for TTU CFO and OPA review and submission to SACS.

### Student Business Services (SBS):

- The most recent 60/30 campaign to collect internally on student accounts which have been returned from a collection agency yielded 49 students paying \$146,700 representing a 9% collection rate. The national average for second placements with external agencies compares at only 2% over a twelve month period.
- SBS implemented a new formalized policy regarding payments that are returned on student accounts for stop payment or non-sufficient funds. After being in place for one year we have increased the collections rate on these payments from 47% in 2015 to 87% paid within one week. We have increased the collections rate from 73% in 2015 to 95% paid within one month.
- SBS, Accounts Receivable, Finance and Audit staff have worked together to test, validate and approve Differential Tuition billing structure for 221 test student scenarios representing a complete initial test of all GFD tuition elements. Testing will continue until approved for go-live currently scheduled for the 3rd week of July.
- SBS communication methods resulted in a 90% (4,021 to 395) decrease in students on the first cancellation list from the initial count and an 89% (250 to 27) decrease from the initial student count for final cancellation for Summer I.

### University Financial Services (UFS):

- Staff attended a presentation by Plains Capital Bank and participated in discussions regarding the planned upgrade of the online banking system.
- Completed annual submission of unclaimed property to the state.
- Staff attended the annual PCI DSS Treasury Institute for HE conference.

### **Auxiliary Services:**

### Hospitality Services (HS):

- HS Manager Alan Cushman was elected Membership Committee Chair for The National Association of College & University Food Services (NACUFS) Southern Region. His responsibilities will include welcoming new schools to NACUFS Southern Region along with recruiting new schools to the organization.
- Executive Chef Dewey McMurrey served as an educational speaker at the Association for Healthcare Foodservice (AHF) Conference in Dallas, TX. The topic he covered related to insight on self-operated food service in the University segment.
- Executive Chef Dewey McMurrey served as a judge for the 4th Annual FARE Culinary Competition at the Gaylord Texan in Dallas.



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### Recreational Sports (RS):

- Fitness/Wellness started teaching Yoga to the Lady Raiders Basketball team. Fit/Wellness will continue once a week for the rest of the summer.
- The aquatic centers had swim lesson inside and outside as well as summer camp swimmers go through their program. There were a total of 800 children in the swim lesson program.
- In the month of June, RS hosted 22 academic camps, 2 cheer camps, 3 IDEAL camps, and 10 RRO sessions in the Student Recreation Center. A total of around 7,000 students through our doors.
- The Intramural Student Staff supervisors and program assistances (30) as a whole averaged a 3.356 GPA for the spring semester. This is the highest GPA average for the group since we started reviewing grades. 89.9% of grades earned were A's and B's. This is the highest percentage of A's and B's from the group since Intramural's started reviewing grades. This is up 3% from the fall 2015 semester.

### Student Union Activities:

- Student Union & Activities along with Tech Activities Board has volunteered weekly with Dion's Book Club at the Boys and Girls Club of Lubbock.
- Started new initiative: What's Up Wednesday to introduce students to TAB and major Tech events coming up each week. This will be displayed every Wednesday.
- The Dive in Movie: Zootopia at the Rec Leisure Pool. There were around 80 TTU students in attendance.

### University Parking Services:

- Transportation and Parking Services held the first Bikes for Cites citation dismissal program May 9-20, 2016. The program allowed those who no longer wanted their bicycle to give it to TPS to donate to charity in exchange for a citation dismissal. Students and employees donated 4 bicycles during the event.
- Transportation and Parking Services held the inaugural Park Hunger food drive May 9-20, 2016. Park Hunger benefited the Wreck Hunger Graduate and International Student Food Pantry. In exchange for shelf-stable or canned foods, hygiene products, cleaning products, and paper goods, customers could have a citation dismissed that equaled the value of the goods. The program received news coverage by KCBD, Fox 34, and the Daily Toreador. Park Hunger yielded 748 items valued at \$1,765.96.
- The International Parking Institute named TPS its 2016 Parking Organization of the Year. The annual award, announced at IPI's 2016 Conference & Expo in Nashville, Tenn., May 17-20, recognizes public or private parking organizations, departments, consultants, suppliers, and commercial operators that exceed expectations and meet extremely high industry standards. It is regarded as the highest industry award an organization can attain.

### **Operations:**

#### Operations Division Building Maintenance and Construction (ODBMC):

- Insulations shop continues to work on major abatement projects, as well as responding to emergency support to ODBMC section.



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### Operations Division Engineering Services

- Completed the Campus/College Dashboard development for Dean's Meetings.
- Assisted FP&C with site utility drawings, locates, and informational data for Sports Performance Complex, Honors Housing, and System Building.
- Conducted the Health and Wellness Fair for the Operations Division.

### Operations Division Planning and Administration:

- Art Department Relocation from Junction to Lubbock & Fredericksburg completed.
- Campus Support Communication System (CSCS) Support Log Interface Upgrade completed.