Texas Tech University
Administration and Finance

Administration & Finance (A&F):

- The CFO worked closely on the following:
  - FY 2017 Operating Budget and related briefings.
  - FY18-FY19 Legislative Appropriation Request.
  - Phase I and Phase II of LBB Strategic Fiscal Review.
  - Agenda items for the August Board of Regents meeting.
  - Continued work on:
    - Campus Carry
    - Differential Tuition implementation and testing
    - TTU-CR
    - System ERM
    - FLSA

- Travel by the CFO during the month:
  - Horseshoe Bay, TX to attend Texas Association of State Senior Colleges & University Business Officers (TASSCUBO) 2016 summer conference.
  - Fort Worth, TX to attend Regents briefings for upcoming August Board of Regents meetings.

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.
Finance:

Administration and Finance Information Systems Management (AFISM):

- Developed and published an all-new Procurement Services Analytics Dashboard, which features interactive annual analytics from various Procurement Services areas such as: Travel Vouchers, Purchasing, Payment Services, and Vendor Services.

Accounting Services (AS):

- Internal departmental training conducted on state appropriation funding to promote staff development.
- Accounting Services Initiated the semi-annual effort certification process for January-June in relation to Federal requirements for sponsored projects on 7/16/2016.
- Accounting Services collaborated with the office of Research Services to participate in the FDP Expanded Clearinghouse Pilot to gain efficiencies in award negotiation and sub award monitoring. Participation in this pilot will save time in providing and requesting sub award commitment forms and audit links.

Budget and Resource Planning and Management:

- The FY 2017 Proposed Budget and Administrative Salary reports were finalized and submitted to the TTUS CFO in preparation for the August Board of Regents meeting.
- The 2nd of 3 phases of the SFR which provides program/activity definitions, contracts by program and audit and review details has been submitted to the Legislative Budget Board.
- Submitted the USAS/ABEST Reconciliation for FY16 Quarter 2.

Financial & Managerial Reporting Services:

- Developed reporting deadlines and templates for TTU System component institutions based on FY16 State Comptroller AFR reporting requirements.
- Reviewed proposed changes to the IPEDS finance data collection reporting to U.S. Department of Education. Provided TTU CFO a summary of changes and impact to TTU if proposed changes are approved with suggested comments.
- Recommendation submitted and approved by TTU System CFO that certain AFR submission requirements for State of Texas Comptroller's office be eliminated for component institution accounting offices, including eliminating the requirement to submit full hard copy AFR book to the Comptroller's office and instead will include separate component institution financials in the CAFR book which are already submitted to the CAFR group for inclusion in the CAFR report.

Student Business Services (SBS):

- Managing Director serves as Chair for the TASSCUBO SBS Committee and led the committee meeting at the summer conference.
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- Managing Director was a presenter at the NACUBO annual meeting in Montreal. The presentation was a joint effort with 3 other Higher Education institutions and focused on how the Bursar's offices can positively impact retention.
- Meeting held with representatives from TTU, HSC and HSC-EP to begin developing a coordinated communication and implementation plan for credit card service fees. Meetings will continue semi-monthly through go-live.

**University Financial Services (UFS):**
- Discover migration to Global Payments was completed.
- Updated PCIDSS awareness training for new requirements and implemented through HR in Sum Total for better ease of use for departments and internal staff.

**Auxiliary Services:**

**Hospitality Services (HS):**
- Executive Chef Dewey McMurrey’s recipe for Panko Chicken with Angel Hair Pasta and Broccoli and Lemon Butter Sauce was listed in Food Service Director Magazine’s 50 Greatest Menu Hits online and in the July Issue. [http://www.foodservicedirector.com/menu-development/50-greatest-menu-hits/panko-chicken-angel-hair-broccoli-lemon-butter-sauce](http://www.foodservicedirector.com/menu-development/50-greatest-menu-hits/panko-chicken-angel-hair-broccoli-lemon-butter-sauce)
- Dietitian Mindy Diller hosts a table at the Rec Center educating incoming freshman at Rec Night for 9 weeks during the summer. Hosting 3 sessions a week where she promotes counseling for nutritionally related conditions and allergies.

**Recreational Sports (RS):**
- Fitness program organized the 2016 Fit4Fun Kids Triathlon and had 91 competitors.
- Summer camp had 429 children attended four different camps throughout the summer months.
- Burkhart Center for Autism Research brought 25 adult students to the Leisure pool for a fun day outing. As well, as the Navy recruiters utilizing Tech for swim test, the Air Force Special Forces is also testing recruits at the Aquatic Center. The Lubbock Fire Department also has used the aquatic center for diving practice.

**Student Union Activities:**
- Hosted Dive in Movie: 10 Cloverfield Lane (33 attended)
- Sent five students to I-LEAD (Institute for Leadership Education and Development)

**University Parking Services:**
University Student Housing:

- Assistant Director facilitated a roundtable event for the Association of College and University Housing Officers-International. The topic was how to deal with emergencies requiring insurance company reimbursements. USH has successfully worked with insurance companies to pay for damages caused by their client while living in the residence halls.
- Managing Director presented a program at the Association of College and University Housing Officers-International Conference in Seattle, Washington. The topic was the construction of our new Honors Housing facility scheduled to be open for fall 2017.

Operations:

Operations Division Department of Utilities:

- Prepared CUSUM analysis for Chitwood and Bledsoe-Gordon dormitories. This is part of an ongoing project to analyze energy use in all 14 dorms. Six dorms complete at this time.

Operations Division Engineering Services

- Began construction for the AT&T Jones Stadium Vomitorium repairs.
- Conducted a Health and Wellness Fair for Operations Division.