• The CFO worked closely on the following:
  o FY 2017 Operating Budget, including Regent briefings and meeting presentation materials.
  o FY18-FY19 Legislative Appropriation Request.
  o LBB Strategic Fiscal Review.
  o FY18 Scholarships to ensure competitive offerings.
  o Rider 55 – Space Use Model.
  o Property Insurance RFP Selection Committee.
  o Media Valuation Consultant RFP Selection Committee.
  o Continued work on:
    ▪ TTU at Costa Rica
    ▪ System ERM Committee
    ▪ FLSA
    ▪ Senate Bill 20
    ▪ Deferred Compensation fund
    ▪ Land Agreements
    ▪ Space Allocation Committee

• Travel by the CFO during the month:
  o Abilene and Austin 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:

**Accounting Services (AS):**

- Members of AS (Assistant Managing Directors and Section Supervisor) attended the NCURA Annual Conference in Washington D.C. bringing back federal updates and ideas for process improvements to share with the group.
- Accounting Services has collaborated with the office of Research Services to bring back Raider Research University (RRU). RRU will commence at the end of September and run through December with 6 different courses hosted in 12 sessions. The two offices started planning in July and August to update all course material, book rooms, and schedule sessions.
- Tonya Pinkerton was invited to chair the career and professional development track at the National Council for University Research Administrators Region V Conference. This will add to her duties to the region as the current Secretary Elect.

**Budget and Resource Planning and Management:**

- Completed the August 5th version of the Legislative Appropriation Request where TTU requests fiscal year 2018 and 2019 funding from the state legislature.
- The Managing Director and Assistant Director met with UT, TAMU, UNT, and UH to coordinate the final phase of the Strategic Fiscal Review Process. The final phase includes all expenditures grouped by program and activity in conjunction with revenue source and program rankings.
- Upon budget approval from the Board of Regents, the Budget Office loaded FY 2017 budgets and ePAFs from the Budget Development system into production system.

**Financial & Managerial Reporting Services (FMRS):**

- AVP attended Enterprise Systems Work Group (EWOG) meeting conducted by TTU System CIO and included topics on enterprise infrastructure, project management, enterprise applications and projects, and various other topics related to HR, student, and finance systems.
- Staff reviewed/revised component institution FY16 AFR submission timelines for AFR items due to the CAFR group. Emailed comprehensive timelines to each of the component institution accounting/AFR staff. Created separate timeline for the Treasury staff.
- Worked with the TTU and TTU System CFOs on GASB 49 pollution remediation obligation reporting disclosures for FY16 TTU AFR.
- AVP communicated AFR submission requirement changes to the accounting/AFR staff at each of the TTU System component institutions. Effective with the FY16 AFR, hard copy AFR books for each of the component institutions will no longer be required to be sent to various external agencies. Certain component institution financial information will be included only in the TTU System CAFR hard copy book.
Procurement Services:

- The Section Manager and Section Coordinator in contracting both passed their exams and are now Certified Texas Contract Managers.
- The Managing Director was elected as Secretary to the TOAL (Texas, Oklahoma, Arkansas & Louisiana) chapter of the National Association of Educational Procurement.

Student Business Services (SBS):

- Initial cancellation began with 6,006 students on the list; after numerous communications to students both by email and by phone the final count of canceled student registrations was 392; as of 8/31/16, 222 of these students have reinstated and will be eligible for formula reporting.
- Managing Director attended several meetings with eLearning, Blackboard and other institutional departments to develop a 24/7 customer service model for our distance learning students.
- Bradley Martin was nominated and selected to serve on the University’s Administrative Hearings Panel. The group is made up of approximately 12 members of the TTU community who have several years of higher ed. experience and have proven to be objective and critical thinkers. The panel will hear complex disciplinary, conduct, and Title IX cases.
- The SBS Internal Collections Team assisted the Short Term Loan staff in issuing 168 Prior Term Loans worth $257,813 which facilitated these students ability to enroll for the fall term despite owing an outstanding prior term balance and thus improving retention.

Auxiliary Services:

Hospitality Services (HS):

- The second year of Guns Up Greeters Program was a huge success. Thirty students moved in early at the Residence Halls and worked move-in weekend answering questions and helping students and parents with questions about dining plans.
- Executive Chef McMurrey will aid in the Medical School elective course Culinary Medicine. The course is for first and second year medical students and will provide a nutritional interactive component where the students will learn how to cook with wholesome foods and educate patients about healthy habits.
- Opened the first “Gluten-Friendly” location on campus. The menu at this location was designed to feature a larger number of gluten-friendly menu options to support the rising number of students on campus with dietary restrictions.
- Finalizing the installation of the latest Sam’s Express Kiosk at Human Sciences Building. Hospitality Services continues outreach into academic buildings to increase service opportunities.

Recreational Sports (RS):

- Rec Sports teamed up with SUB to assist family members during Dive in Movie. Facilities gave family members of student’s free access to the facilities in which 94 people utilized.
Texas Tech University
Administration and Finance

- The entire (300+ member) Goin’ Band from Raider Land started each morning of their back to school practice week (Aug. 22-26) with a 30 minute Circuit Fitness class taught by Recreational Sports’ Group Fitness Instructors. It was a fun and energizing way to start the intense training days.
- Due to numerous inquiries on CPR/FA/AED classes, Aquatic Center continues with the Blended Learning format for course delivery through the Red Cross. Though the Red Cross has changed the process for instructors, the students will flow through the new system. There have been approximately 100 attendees in these classes.

Student Union Activities (SUB):

- Hosted Dive in Movie as part of Raider Welcome Week.
- Night at the SUB hosting approximately 9,900 attendees. In coordination with HS food from their booths was served to showcase food options. Activities included games, photo booths, DJs, MYO crafts, Pool and Ping Pong Tournaments, free shirts.
- 1,310 attendees came through the doors for the Barnes and Noble Night.

University Student Housing (USH):

- Renovation/Construction
  - Chitwood/Weymouth Hall. Completed the Learning Center construction project creating 5400 square feet of study space. Individual study rooms along with a multi-purpose space for student use to support academic success. This project was initially estimated at $1.8M, during July $500,000 was returned to the department because the project was under budget.
  - Coleman Hall. Replaced 316 windows in Coleman Hall. $2M project. Greatly improved the exterior appearance of the hall. Estimated to save about 11% of utilities used to cool and heat the building. Recycled 12 tons of aluminum from the old windows.
  - Knapp Hall. 7 community bathrooms were totally gutted and rebuilt into modern, more private and comfortable facilities. $1,525,000 project.
- John McAvoy, Assistant Director for Training and Development, worked collaboratively with Hospitality Services to develop a meal plan that would provide for high quality food for the staff while allowing them to utilize their dining plan they receive as part of their compensation package. This plan reduced the overall money spent on training meals from $23,450 in August 2015 to approximately $6,300 in August of 2016. This is a savings of 73% from the previous year.
- RHA co-hosted Raider Royale Casino Night on Thursday, August 25th from 8pm-12am. Approximately 1200 students attended.
- Through Complex Council’s new rollover policy, $82,233.60 was rolled into a new account to be spent centrally by Complex Council and RHA student officers to enhance the on-campus living experience.
Operations:

Operations Division Department of Utilities:

- Energy Management prepared utility rate comparison for Big 12 Data.
- Validated energy savings at Library for the past four years. Current year reduction is $30,000.

Operations Division Engineering Services:

- Began construction for the AT&T Jones Stadium Vomitorium Repairs from the President's List.
- James Thornton of Engineering provided 200 hours of support for design, coordination, and installation of Campus Carry 30.06 signage on campus.

Operations Division Planning and Admin:

- BMC completed office renovations at Jones Stadium Southeast office.

Operations Division Department of Services:

- Operations Division's Services department took over the copy and mail service at the Student Union Building to expand Operations Division's footprint on campus.