Administration & Finance (A&F):

- The CFO worked closely on the following:
  - FY17 Budget Hearings in coordination with President and Provost
  - Continued preparation and review of agenda items for the May Board of Regents meeting
  - Attended:
    - Celebrity Luncheon for The Association for Women in Communications
    - Luncheon with Kyle Clark, Vice President for Finance & Administration, and his team while visiting Texas Tech.
  - Continued work on:
    - Differential Tuition implementation
    - Senate Bill 20
    - TTU-CR
    - Vet Med School
    - Childcare Facilities
- Travel by the CFO during the month:
  - Orlando, FL to attend National Association of College and University Business Officers (NACUBO) Higher Education Accounting Forum (HEAF) 2016 conference.
  - Austin, TX to attend THECB meeting of negotiated rulemaking committee on B-on-Time tuition set-asides reimbursement meeting.

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](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):**

- Assistant Managing Director for Systems Management attended Ellucian Live 2016 conference in Denver, Colorado.
- Assistant Managing Directors and Section Supervisor for Research Accounting attended the National Council of University Research Administrators (NCURA) regional meeting.
- Accounting Services Managing Director and Assistant Managing Director for Reporting attended the NACUBO Live HEAF webinar.
- State Accounting assisted Payroll with installing state batch upload program for more efficient and accurate uploading of monthly benefit expenses.

**AF Information Systems Management (AFISM):**

- Three staff members presented a live Skype demonstration of the Motio PI Pro application to the Enterprise Reporting Work Group (ERWG).
- Added 'Note 3', Derivative Foreign Currency Risk to the Combined Annual Financial Report web application. This Note shows the futures, options, swaps, and forwards for balances held in all foreign currencies for each component of the Texas Tech University System.
- Developed and published an all-new Accounting Services website.
- Worked with IT Team Web to establish a monthly analytics report that will be sent to the Director of Student Business Services. This report provides quantitative and visual data regarding the traffic of the SBS website. This provides a number of benefits to monitor how many students/staff/parents/etc are visiting the site, such as: which pages they are using (and not using) and where the student visiting are located.

**Budget Management & Resource Planning:**

- Managing Director led meeting with the Dean level business managers to discuss changes regarding differential tuition, ADIA, budget controls and position controls in preparation for the 2017 budget prep cycle.
- Sent out exceptional item and special item narrative templates to the fund managers to populate for inclusion in the Legislative Appropriation Request 2018-2019.

**Procurement Services:**

- Fully implemented project to convert the TTU travel system to a paperless system. Departments can now provide all supporting documentation electronically. Currently, 90% of transactions are paperless.
- Key Procurement Services staff gave a presentation at the Information Technology department’s Procurement Roundtable. Provided information about Senate Bill 20 impact, procurement policies, and technology contracts available to the campus.
- Teri Floyd in Purchasing received a $1,000 scholarship to attend the National Association of Education Purchasers conference in May 2016.
As a result of negotiation process, the purchasing team was able to recognize an annual cost savings of $23,400 over the previous contract amount. The existing vendor was again selected to perform elevator maintenance. This vendor has provided exceptional service to TTU and is a HUB vendor.

**Financial & Managerial Reporting Services:**

- AVP attended the Support Service Level Institutional Effective Committee meeting formed by OPA to establish a peer review process to review unit/program assessment plans and provide feedback to OPA to help strengthen the University's SACS IE process.
- AVP reviewed FY16 continuous improvement plans for 15 support service level units as part of the IE Committee and provided feedback to the Office of Planning & Assessment (OPA) related to outcomes, assessments and criteria using OPA online survey tool.
- Director is drafting FY15 Management Discussion & Analysis document for TTU System Combined Annual Financial Report (AFR) for internal purposes.
- Director worked with Treasury and component institution accounting staff to complete the Governmental Accounting Standards Board (GASB) Statement 72 Fair Value Measurement and Application survey for the state Comptroller’s office to assist with the FY16 implementation of GASB 72.

**University Financial Services (UFS):**

- All departmental staff participated in online active shooter training.
- Managing Director participated in meeting with IS and Touchnet to discuss new Ellucian Elevate product that may be implemented for Continuing Education.

**Student Business Services (SBS):**

- Worked with Registrar and other impacted groups to establish a new hold code and processes that will prevent a student from receiving their diploma if they have an unpaid balance. This was suggested and approved by Academic Council.
- The SBS Systems team completed all summer testing and was able to bill almost 11,500 Summer I and 8,000 Summer II TTU students well in advance of the 5/31 and 7/5 payment due dates. These counts correlate to IR's enrollment reports for summer.
- Due to extensive marketing, SBS was able to encourage almost 33,000 students to access their 1098T electronically thus minimizing the number of paper forms that we were required to print and mail.
- By implementing detailed analytics, our collections team has been able to improve tracking of our external collection agencies. Based on these results, the team has reorganized their placements to vendors that have a better success rate for that cohort of collections. This has put us on track to possibly collect $1M this FY from external vendors for delinquent student accounts which is a tremendous turnaround from prior years.
Auxiliary Services:

**Hospitality Services (HS):**
- HS Director and Assistant Director hosted two Estacado High School students for tours and discussions on Job Shadow Day through the College of Education. The students were allowed access to the behind the scenes action of how Hospitality Services feeds over 30,000 a day across the Texas Tech University campus.
- Associate Director along with Assistant Director and Assistant Director held mock interviews for inmates at the Lubbock County Detention Center for the Lubbock County Sheriff’s Office Re-entry Program.
- HS was named Most Helpful Department on campus from the Daily Toreador Reader's Choices Awards. The reader’s from The Daily Toreador Reader's Choice awarded The Market @ Stangel|Murdough (S/M) as the "Best Place to Eat on Campus". This marks the 5th straight year The Market has achieved this honor!
- In an effort to make it easier than ever for Students, Faculty, Staff, and Guests to eat HS delicious offerings Tapingo was launched. Tapingo is a Mobile App that allows our customer to order food directly from their smartphones or computers for pickup or delivery. In the first month HS had over 7,477 customers who ordered 9,268 times for a total sales of $58,380!
- HS held a ribbon cutting for the newly planted garden on the balcony at The Commons. This garden will grow tomatoes, herbs, and peppers to be utilized at The Market @ S/M this summer and for The Commons this coming fall.

**Recreational Sports:**
- Student center managers trained with four staff members from the Fire Marshal’s Office. Assistant Director and students in Facilities on the use of fire extinguishers.
- Unit Assistant Director attended the ACSM (American College of Sports Medicine) Fitness Summit returning with new ideas for classes and Personal Trainers.
- Aquatic area has set up swim lessons for children in the Salvation Army’s afterschool program. Most of these children – age 4-15 – have never been in swim lessons before.
- The Outdoor Pursuits Center collaborated with Transportation and Parking and hosted a free bike clinic at the SUB.

**Student Union Activities:**
- The Homecoming Committee hosted a Pep Rally at Hodges Elementary school for over 200 students to encourage them to attend college.
- Raider City Limits (spring concert) featuring Metro Station; hosted by Tech Activities Board and Rec Sports, brought out over 1,000 students and community members.
- Dive in Movie with Rec Sports at the Leisure Pool held with 207 students in attendance.
- The Lew Jones Memorial Lounge in the Student Union had its furniture replaced with new colors. Also walls were painted and signs were replaced.
University Identification:

- Held the third annual CBORD one day workshop for Texas colleges and universities that use the CBORD ID System. Thirteen schools were in attendance. There were multiple sessions and round table discussions that allowed the schools to network and discuss their best practices.
- Unit Supervisor and Unit Manager attended the National Association of Campus Card User Conference.
- Three Estacado students learned about the services the University ID System has to offer on job shadowing day. They learned about the type of cards we issued, door access, and meal plans. They had an opportunity to take pictures and issue badges.

Operations:

Operations Division Admin:

- Participated on ESB2 Selection and Programming Committee.
- Spoke at the CS Gold Drive-in Workshop that was held at the SUB by the ID office.

Operations Division Building Maintenance and Construction:

- Electronic Maintenance (ELOM) was able to finish installing the new electrical door locks for some offices in Media and Communication and started on the area at Holden Hall. They also continued working on re-commissioning Music, Student Union and Wall/Gates dorm.
- Projects completed, included Junction roof repairs and replacements.

Operations Division Engineering Services

- Developed a Building Automation Committee to review and develop standards for building controls and automation. The committee is made up of FP&C and Operations personnel.

Operations Division Planning and Administration:

- Facilities Inventory team completed a full audit of all main campus Research Labs.
- Submitted HB 3750 data to the Texas Higher Education Coordinating Board and added the new fields for tracking Flood Zone and Construction types to facilities inventory management system.

Operations Division Department of Utilities:

- Scheduled a presentation by View Dynamic Glass and secured a donation of windows for a suite in COMC valued at $11,000. The donation includes the glasses and one half of the installation cost. This installation presents us with the opportunity to study this technology for future applications.