The CFO worked closely on the following:

- Hosted annual Administration and Finance Strategic Planning Retreat January 20, 2016.
- Form 1095C Reporting Issues and Contingency Discussion Meetings in coordination with TTUS CFO, TTUS Associate Vice Chancellor, Assistant Vice President for HR, TTUHSC Assistant Vice President for HR, and Executive Director TTUHSC El Paso
- Attended TTU Innovation Hub Public Art Dedication, United Way Annual Meeting and Volunteer Recognition luncheon and Texas Women in Higher Education luncheon.
- Continued preparation and review of agenda items for the February Board of Regents meeting.
- Continued work on:
  - Strategic Plan - Sustainable Resource Management
  - Differential Tuition
  - Senate Bill 20
  - TTU-CR
  - ESB II
  - Childcare Facilities meeting with TTU/TTUHSC

Travel by the CFO during the month:

- Houston, TX to attend Texas Association of State Senior College & University Business Officers (TASSCUBO) 2016 winter 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), if the President wishes to follow these activities. Administration & Finance team leaders are encouraged to report department activities and accomplishments on this page. Some highlights are included on the following pages.
Finance:

Budget Management & Resource Planning:

- Associate Managing Director represented TTU Budget at the bi-weekly discussions for the Salary Planner module development team to re-write the existing module into the new Banner XE Self Service module format.
- Managing Director, Associate Managing Directors and Unit Assistant Director attended meetings regarding proposed Fair Labor Standards Act (FLSA) changes and the potential impact to the budget process/salary planner.
- Associate Managing Director and Assistant Director represented TTU Budget at the Luminis Go Live Discussions and participated in testing of the new platform.

University Financial Services

- Reduced amount of vault cash on hand that is needed for change funds and cash advances by implementing and fully utilizing Plains Capital Bank change order process.
- Worked in conjunction with Student Business Services to review and discuss new processes for some different loan options to students in efforts to increase retention.

Student Business Services

- Managing Director participated in the month conference call regrading Analytics, Student Success and 1098T changes.
- Managing Director participated in Texas Veterans Commission (TVC) committee meeting covering a final review of proposed rule adjustments for the Hazlewood program.
- Managing Director participated in the NACUBO student success conference call to discuss current practices in assisting with student success and retention from a student financial perspective.

Auxiliary Services:

Hospitality Services:

- Executive Chef McMurrey held several cooking demos across campus where he showcased how to cook nutritious and delicious meals via the microwave and crock pots.
- Executive Chef McMurrey aided the Daily Toreador in a new Video Log (VLOG). Copy and Paste this link to view video. [https://www.youtube.com/watch?v=1NVBXgRGFWo&feature=youtu.be&app=desktop](https://www.youtube.com/watch?v=1NVBXgRGFWo&feature=youtu.be&app=desktop)
- Dietitian Mindy Diller in conjunction with Fit Fest at the Rec Center hosted an informational booth highlighting foods for pre, during and after workouts. All foods are items on the menu at various campus locations.
- The new juice bar in Smart Choices in the Student Union Building was not only featured in the Daily Toreador, it is now the customer spotlight and marketing campaign from Juicernet the company who manufactures the juicer.
Recreational Sports:

- David Young and Kevin Hoffman led two different training trips for student employees in canoeing and rock climbing. They used curriculum from the American Canoe Association- White Water Kayaker Instructor course and American Mountain Guide Association’s Single Pitch Instructor Course.
- Emma Barnes (Junior Biology major) developed and created a new electronic equipment rental program, to better serve the students, as well as the Outdoor Pursuit staff.

United Supermarkets Arena

- Raider basketball opened their home Big XII conference season, taking on University of Texas Jan. 2.
- The arena typically offers one internship per fall & spring semester, but was able to extend the opportunity to 2 students. The intern program commences Jan. 25 and will provide hands-on experience in facility preparation, tenant relations, scheduling, marketing, guest services, technical aspects, human resources, safety & security and more.

Operations:

Operations Division Building Maintenance and Construction:

- Athletic Training Center (ATC) – bubble collapsed - personnel worked diligently to remove snow and make the area safe.
- Sign shop completed “Campus Carry” signs.
- Projects completed, included:
  - Completed upgrades at Doak groundskeepers shed
  - Repaired exterior lights at Reese 555
  - Completed replacement of switchgear at Drane Hall on January 2nd

Operations Division Department of Utilities:

- Saved $12,628.23 with the Water Side Economizer
- Saved $12,908.59 with Cogen
- Energy Management identified high chilled water at Foreign Language, and corrected problem, resulting in cost savings $1,500.00 per month.
- Inspected the new Bayer Plant Science building and identified that the domestic water meter was installed backwards.

Operations Division Engineering Services

- Coordinated the communication series, The Essential Elements of Effective Communication with outside speaker, Randy Anderson.
- Achieved substantial completion for:
  - Architecture ADA Restroom renovations
  - Construction on 15205 Wiggins kitchen fire restoration