Administration & Finance:

- The CFO worked closely on the following:
  - Continued preparation and review of agenda items for the December Board of Regents meeting.
  - Attended Town Hall Meetings in coordination with President, Chief of Staff, Provost, VP for Research to share the vision for the University to Faculty and Staff.
  - Presented at President’s Leadership Institute-Finance (Module 2) in coordination with Jonathan Botros.
  - Continued work on:
    - Strategic Plan - Sustainable Resource Management
    - Differential Tuition
    - SB 20 action plan
    - Sick leave donation
    - TTU-CR
  - Attended 2015 Distinguished Staff Awards Ceremony
- Travel by the CFO during the month:
  - TASSCUBO Primary Members’ Retreat November 1-3, 2015.
  - General Academic Formula Advisory Committee (GAIFAC) meeting November 4, 2015.
  - Abilene, TX for Regent Briefing November 23, 2015.
  - Dallas/Fort Worth for Regent Briefings November 30, 2015.

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:

**Accounting Services:**
- Submitted proposals for 2016 National Council of University Research Administrators (NCURA) regional and annual meeting for presentation on cost sharing for sponsored projects.

**Budget Management & Resource Planning:**
- Published the electronic personnel action form, which replaces the existing paper Labor Distribution form. Departments utilize this form for a FOP change on existing employee appointments.
- Compiled the State Funded Research Report as required within GAA Article III, special provisions and submitted to Governmental Relations for submission.
- Published the annual staff compensation report on the TTU reports to the state as required by statute.

**Procurement:**
- TTU was listed as #15 out of the top 50 agencies by total expenditures for the State HUB report (2015). TTU spent $45,893,806 with Historically Underutilized Businesses in FY 2015. This was 23.83% of our total qualifying expenditures up from 21.96% in FY 14.

**Tax Compliance and Payroll Services:**
- Managing Director attended National Association of College and University Business Officers (NACUBO) Tax and Global Operations Forums to ensure tax compliance and enhance global operations knowledge.
- Worked with all institutions to ensure process to implement HB 1771 (Sick Leave Donation) is appropriate and complete.

**University Financial Services:**
- Assistant Managing Director participated in Exception Management and Research Explorer, CNP Fraud Mitigation Strategies (Visa Corporate Risk), Administrator Tips and Tricks ReconNet webinar training.

**Auxiliary Services:**

**Recreational Sports:**
- These student employees presented at the Region IV National Intramural-Recreational Sports Association (NIRSA) conference. Two of the four students had offers for graduate positions at another university.
  - Christina Fernandez – “Ways is hospitality in Fitness: Changing the culture”
  - Sarah Repman - “Body/muscle Dysmorphia: how to tell and what to do”
  - Seth Ashley - “Leadership as the lifestyle”
  - Joshua Moss - “Leadership as the lifestyle”
Hospitality Services:

- Dietitian will be speaking to the Neuroscience CME Program with Covenant Healthcare on Wednesday, December 2nd. This is a community program to promote the delay of Alzheimer’s through nutrition.
- Executive Chef held a cooking demo with a low budget Thanksgiving theme for the residents at West Village.
- Hosted RHIM Food Practicum students this month. The students toured several high volume locations including Hulen’s production kitchen and Horn’s catering kitchen. These tours provide students information on how high volume kitchens operate in a university setting.

University Identification:

- Managing Director attended the National Association of College Auxiliary Services (NACAS) conference to learn from other users outside of Cbord product about Card Offices.

Student Union and Activities:

- The Student Union consumes a large amount of energy every month. The Union has made several changes to help conserve energy. Some of the ways that this was accomplished were, scheduling times to turn air handlers on and off and maintaining filters and belts more proficiently. The observation and monitoring of the air more closely has resulted in the cost of energy being reduced from last year’s use by over $18,000 for the months of August and September 2015 combined.

University Parking Services:

- Representatives from Walter P Moore parking consultants came to campus to review our parking management processes and technologies, including license plate recognition. Many of their clients are now asking them to make recommendations on license plate recognition and cutting-edge parking management practices. Texas Tech having been recognized as the industry leader on this technology, the consulting team wanted to see our operation first-hand. The lessons they learned and information garnered will help them providing better recommendations to our peers.
- At the Free Car Clinic, TPS offers food, activities, and a basic vehicle inspection to anyone who attends. The vehicle check includes: top off oil and other fluids, check tire pressure, inspect belts and hoses, and inspect wipers. Partners include Scott’s Complete Car Care, Injury Prevention Coalition, Saddleup Motorcycle Training, Texas Tech Federal Credit Union, and Autotheft Taskforce. This fall’s event saw record participation numbers with 247 vehicles in two hours. The Injury Prevention Coalition checked 41 car seats and corrected problems with 20 car seats.
- Conducted a conference call with representatives from Nelson Nygaard consultants to review our parking management processes and technologies, including license plate recognition. They are working with University of Montana to make recommendations on license plate recognition and cutting-edge parking management practices. Texas Tech having been recognized as the industry leader on this technology, the consulting team wanted to learn more about our operation. The lessons they learned and information garnered will help them providing better recommendations to our peers.
The Lubbock Volunteer Center named Meredith Imes as the young adult volunteer of the year during their annual banquet on November 4, 2015. Meredith is the interim associate director of the United Spirit Arena.

**Operations:**

**Grounds Maintenance:**

- Recognized for the Largest Honey Locust Tree in the State of Texas.
- Senior Superintendent collaborated with Grad student on Pollution Study.
- Partnering with Burkhart to provide Internship for one of their students; with Housing for Inclement Weather Events around the Dorms.

**Ops Division Planning and Administration:**

- Completed KMS Upgrade to Include Building Level Approval.

**Ops Division Building Maintenance and Construction:**

- All elevator inspections are current.
- New Fire Alarm System installed at the Art Building
- USA : Painted “Double T’s” on the light poles around the Arena

**Ops Division Business Services:**

- Purchasing complete 869 purchase orders totaling $1,197,863 and utilized HUB 56% for month

**Operations Division Department of Utilities:**

- Saved $17,863.00 on the electric bill with BPT Generator produced 303,246 kWh