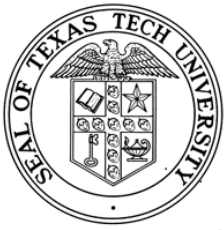


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Texas Tech University

Administration and Finance

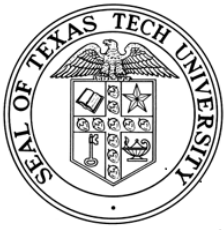
VP/CFO:

Administration & Finance:

- The CFO worked closely on the following:
 - Served as chair of the Research Park Director search committee which conducted the 1st set of interviews.
 - 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.
 - Continued work on framework agreement and budget for Costa Rica – TTU.
 - Co-chaired Experimental Science Building II Design meetings and served on vendor selection review team.
 - Guest lecturer to Higher Education Administration graduate class regarding the landscape of funding in higher education and the challenges faced as a senior university executive.
 - Attended the Breakfast for Progress – Summer Enrollment Incentives.
 - Continued work on Differential Tuition, including meetings with student body representatives.
 - Served on 2016 Higher Education Taxation Institute planning committee.
 - Preparation and review of agenda items for the December Board of Regents meeting.
 - Serve as chair for Priority #4, Sustainable Resource Management, for the 2016-2025 Strategic Planning Committee.
- Travel by the CFO during the month:
 - To Austin October 7 to attend the General Academic Formula Advisory Committee (GAIFAC) meeting.

A detailed listing of all division activities and accomplishments may 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.

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Finance:

Accounting Services:

- Worked diligently to meet State deadlines for the Annual Financial Report.

Budget Management & Resource Planning:

- Submitted revenue and budget analysis to the Law School in support of ABA (American Bar Association) annual questionnaire.
- Worked with Human Resources ("HR") to create an electronic personnel action form that will replace the existing paper/email future labor distribution form used by departments. Currently in the testing phase to ensure the process is working correctly.
- State Auditor's Office ("SAO") FTE report was compiled, verified and timely submitted.

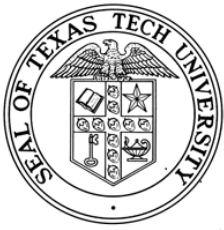
Tax Compliance and Reporting:

- Spoke at Administrators Group Meeting on employee moving expenses, foreign national guests, and unrelated business income procedures.
- Continued working with HR and Information Systems ("IS") to have Affordable Care Act reporting available and ready by January 2016.

University Financial Services:

- Self-Assessment Questionnaires were sent out to departments for completion in order to comply with our Payment Card Industry Data Security Standards (PCI DSS) requirements. Workshops were scheduled to assist departments with instructions and/or questions for completing SAQs.
 - SAQ A - (23 departments) - 13 questions and Merchant Attestation: online/e-commerce Merchants fully outsourced or hosted cardholder data (payment) functions such as TouchNet UStore and UPay sites.
 - SAQ B - (27 departments) - 29 questions and Merchant Attestation: VX520 and VX610 standalone, dial-out terminals (telephone lines only) with no cardholder data storage. B Merchants this year were required above previous years to provide a written department policy, document each device location, security, frequency of examining all units for devices attached to the unit for skimming or any other tampering, logging these examinations, training staff to perform examinations.

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- Identified HSC/El Paso errors on F documents (student finance) detail codes/terminated funds that were not feeding to finance; made necessary changes to ensure documents feed to finance.

Auxiliary Services:

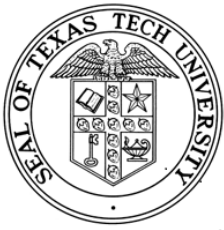
Hospitality Services:

- Presented at Chamber University as a part of the Lubbock Chamber of Commerce programming, regarding Smart Choices program and how Hospitality Services works with the Texas Tech community to promote healthier lifestyles. Article on Smart Choices made the national email blast from smartbrief.com.
- Executive Chef volunteered time for the Girl Scouts of Texas Oklahoma Plains fundraiser, held multiple cooking demonstrations at Murray Carpenter-Wells Complex, Talkington Hall and Coleman Hall to show microwave cooking to ethnic cuisines. Featured on Fox 34's "Look around Lubbock" morning segment at McPherson Cellars where the focus was on desserts and perfect wine pairings.
- Top Tier Catering sales at the Frazier Alumni Center through [date?] have increased 19.6% compared to 2014. The staff has worked extremely hard to provide a fast and efficient game day experience for Students and Alumni attending Red Raider home games.
- Began hosting RHIM 3360 students this fall to work and experience full service retail and institutional kitchens. This partnership with the Hospitality and Retail Management Program allows students to tour three of our kitchens across campus giving them a broad spectrum of operational kitchens in a University setting.

Recreational Sports:

- Launched 2nd annual A&F Fitness Challenge. [put under VP/CFO section as it applies to all]
- Hosted Dog Day at the Leisure Pool to close down for the season. This allowed patrons to bring their dogs to swim and play. All proceeds benefitted the Morris Safe House through SECC.

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- Aquatic Center hosted the Texas Tech Men's Water Polo tournament which was streamed live for the Intercollegiate Water Polo Association.

United Supermarkets Arena:

- Kicked off Basketball season.
- Hosted WWE and surpassed last year's attendance.
- Renovations of team locker rooms completed and began moving back in.
- AT&T & MTSI are currently installing new lines to improve cellular service in the arena, with target completion date of Nov. 16.
- Conducted annual staff training for 230 new & returning employees (TTU students & G Boren ushers & ticket takers) in preparation for the upcoming basketball season; customer service, guest safety & emergency situation training are primary components of this annual training.
- Hosted "Tech Preview" (formerly University Day) and served our largest meal to date, 1400.
- Upcoming events on-sale now:
 - Globetrotters Feb. 9
 - Rock & Worship Roadshow March 6
 - Toby Mac's Hits Deep Tour April 5

Operations:

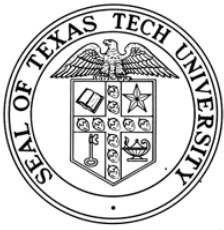
Grounds Maintenance:

- Assisted with Bonfire Ring for Homecoming, Spirit Boards for Homecoming, and President's Autumn Fest s.
- Drilled test well for Irrigation water.
- Partnering with Burkhardt to provide internships and with Housing for Inclement Weather Events around the dorms.

Engineering Services:

- Achieved substantial completion for construction on Ag Plant Science and Goddard Fire Alarm & Sprinkler System. .

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Provided Asbestos Services support to FP&C with Human Science Life Safety, Petroleum Engineering 2nd floor renovation, Jones AT&T Ticket Office, and the Athletic Training Center Ops Division Planning and Administration

- Saved OD \$18,397.93 obtaining 23 computers from RCOBA
- Space Planning and Inventory Completed
 - Submitted inventory to THECB for FY2015

Building Maintenance and Construction

- Completed the new Dean's Honor Wall at Holden Hall
- Engineering Center #201, Physical Plant new restrooms, Wind Engineering 201-209 renovations 100% complete.

Utilities:

- Provided tours to 20 students
- Prepared Governor's report for FY 15.
- Saved \$15,878.76 on the electric bill with BPT Generator produced 271,371 kWh
- Saved \$223,774.82 on chemicals, \$28,620,443 on water savings and \$7,968.31 on electrical pumping.