Administration & Finance (A&F):

- The CFO worked closely on the following:
  - Served on the following search committees: TTUS Vice Chancellor/CFO, Vice President for Research, and Senior Vice President for Academic Affairs/Provost.
  - Interviewed and hired new Managing Director for AFISM.
  - Strategic Plan committee.
  - LBB Strategic Fiscal Review.
  - Legislative Appropriation Request.
  - USNWR Financial Resources research.
  - Collaboration with President, Chief of Staff and Enrollment Management on Fall 2017 enrollment and scholarship goals.
  - Collaboration with Athletics on basketball practice facility, debt management, and marketing campaign.
  - Big XII responses for annual Business Officers meeting.
  - Preparation and attendance, October Board of Regents meetings.
  - Academic departmental meetings in coordination with President.
  - Continued work on:
    - TTU at Costa Rica
    - System ERM Committee
    - Innovation Hub
    - FLSA
    - Senate Bill 20
    - Space Allocation Committee
    - Facilities Allocation Committee
    - System Move – Tech Plaza, Administration Building

- Travel by the CFO:
  - Austin for legislative hearings.
  - Fort Worth for Big XII Business Officers & Enrollment Services annual meeting at TCU and TASSCUBO 2016 Primary Members Retreat.
  - Costa Rica for groundbreaking ceremony and Steering Committee 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):**

- Accounting Services and the Office and Research Services kicked off Raider Research University (RRU) hosting two, two-hour courses for RRU 01: Introduction to Research Administration on September 27th and 29th. We hosted 32 people total, including business administrators, central staff from various compliance offices, and a faculty member receiving very positive reviews. This is a collaborative effort to increase knowledge campus-wide of federal, state and private industry sponsored projects and the guidelines that govern their management. Provided 4 sessions of Raider Research University (RRU 2 & RRU3) to approximately 30 campus administrators. We also provided online distance training to 3 individuals at the Junction Campus for one RRU 2 & RRU 3 class as well as shared training materials with TTU HSC El Paso VPR office to assist in their PI training efforts.
- Associate Managing Director of Research Accounting attended the Federal Demonstration Partnership (FDP) meeting in Washington D.C. to receive federal updates and participate in research industry-wide collaboration with the Federal government.
- Accounting Services published edits to OP 65.11, which greatly reduces the requirements for documentation from PIs related to fixed price award closeouts. This was completed in efforts to reduce the administrative burden of investigators for sponsored projects in addition to other prior improvements which include raising the requisition threshold to $10,000 for non-capital requisitions before requiring central approval and providing automated reports of direct expenses to reduce the number of information request via email.
- TTU received feedback from the Texas State Auditor’s Office that the 2014 A-133 reporting finding for FFATA reporting would be cleared after the initial review of the 2016 data audit sample review. This was a preliminary result pending quality control review. This good news is a result of increased monitoring and updated procedures for reporting for the Federal Funding Accountability and Transparency Act.
- Worked with various departments to develop a thorough timeline for the Annual Financial Report to ensure that tasks are completed timely and that the needs of all departments involved are met. Completed the various AFR year-end entries that are needed while constantly improving processes for these tasks.

Budget and Resource Planning and Management:

- Submitted the Revenue and Budget Allocation report to the Law School in support of the ABA (American Bar Association) annual questionnaire.
- The October version of the Legislative Appropriation Request (LAR) was finalized and submitted to the Legislative Budget Board. The state requires institutions of higher education to submit the LAR in August and an updated version again in October that includes final fiscal year end amounts.
- The final submission of the Strategic Fiscal Review was completed. The Legislative Budget Board (LBB) requested an additional revenue report and also a change to the way proportional benefits were reported in the original report which was finalized and submitted on October 17th.
- Submitted the FY 2016 4th Quarter SAO FTE report.
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- Completed and submitted the 2018-19 Biennial Revenue Estimate for the 85th Legislative Session to the Texas Comptroller. This report provides estimates for General Revenue Fund Account 255 which is the state tuition revenue funding.
- The manual FLSA position management tables managed by the Budget Office have been completed for TTU/TTUS. This included manually activating and entering annual salary and labor distribution amounts for the 719 new positions that were created for the positions impacted by FLSA mandates.

Financial & Managerial Reporting Services (FMRS):

- Director prepared the FY16 TTU System Administration Annual Financial Report financials, notes and schedules and other state comptroller reporting requirements and submitted to our CAFR office through the CAFR web system and share point site to be included in the TTU System Combined AFR.
- AVP prepared the FY16 TTU System pension related entries for the Banner accounting system for reporting of TTU System pension deferred outflows, net pension liability and deferred inflows as well as income statement activity and related notes to the financials and schedules. AVP working closely with accounting staff from HSC El Paso to provide HSC El Paso's share of the TTU System Net Pension Liability and related balances, notes and schedules for their audited SACS financials.
- AVP and FMRS staff are working closely with accounting staff from each TTU System component institution and the Treasury office on state comptroller annual financial reporting requirements for the FY16 TTU System, TTU and TTU System Administration annual financial reports due to the State Comptroller's office by November 20th. Staff are ensuring that all component institutions submit required AFR submission items through our CAFR web system and CAFR share point site to be included in the TTU System Combined AFR.
- Assistant Director working closely with TTU System Treasury staff with their submission of AFR investment data through the CAFR web system and CAFR share point site to ensure accuracy of data submitted. Also worked with AFISM to make modifications to the CAFR web system and Cognos CAFR reports for changes to foreign currency tables and a new reporting requirement format per GASB 72.

Procurement Services:

- Managing Director attended the Big 12 Business Officers conference at TCU representing the purchasing group. Group is exploring opportunities to conduct collaborative procurements benefitting all Big 12 institutions.
- TTU hosted Citibank's State of Texas Account Representatives Patricia Stoker and Kevin Wallace for an all-day on-site training. Training was coordinated by TTU Procurement Services for PCard and Travel Staff from TTU, TTUHSC and San Angelo. Citibank provided hands-on maintenance and report training and shared Audit practices and report tools.
Jennifer Adling and Lesley Washington gave a presentation on Contract Management: Tips for Improving your Contract Management Process at the Texas, Oklahoma, Arkansas, and Louisiana (TOAL) regional conference for the National Association for Educational Purchasing.

The travel process is now 100% automated through electronic submission. The paper submission process has been eliminated. This provides additional efficiencies and results in cost savings as a result in reduced FTE's needed to scan paper documentation.

University Financial Services (UFS):

- All year end deadlines, reconciliations and approvals completed on time.
- Managing Director updated control table that determines current and future accounting for student accounts receivable feeds to finance for TTU, TTUHSC and El Paso.

Student Business Services (SBS):

- Three members of the SBS team attended the Texas BUC$ annual conference in Austin to stay informed on emerging issues in Texas Higher Education.
- Managing Director attended the Big XII Business Officers annual meeting to meet with other Bursars from the Big XII. Topics discussed included increased efficiency in a state of declining resources, federal mandates, and billing for unique academic programs, as well as many other topics.
- Managing Director led the fall online TASSCUBO meeting. Items discussed included Hazelwood exemptions and requests for information, 1098T and other federal mandates, as well as other issues central to Texas public institutions.
- Managing Director led component institution calls and contract reviews related to the spring implementation of credit card service fees. Kick-off call with software vendor was held to ensure implementation meets Board and Administration expectations. Draft notification letters were approved by institutional Student Government Association presidents and are being submitted for CFO approval to inform customers of the change.
- The SBS Internal Collections team received approximately $73,000 from our external collections vendors bringing their 9-month calendar year total collected to approximately $912,000 and bringing us within reach of our internal goal of $1M collected during a calendar year and reduced the number of first bills mailed for unpaid accounts by 21% compared to the same time frame last year representing improved collections efforts. Spring balances collected internally amounted to 94% of the amounts billed.
- SBS assisted in retaining 263 students for the fall term who had prior term delinquent balances through our Prior Term Loan program. Loans amounted to $353k; 212 of these loans have already been collected and the remainder are only awaiting financial aid disbursement.
Auxiliary Services:

Hospitality Services (HS):

- Hospitality Services StrEat Food Truck was featured on Texas Tech Today’s webpage of the “Six Things First Year Students Must Experience”. [http://today.ttu.edu/posts/2016/08/first-year](http://today.ttu.edu/posts/2016/08/first-year)
- Alan Cushman, Business Development Manager was featured in the weekly edition of "Communicators in a Cart" with Chris Cook. Alan discussed many of the great options available to the Texas Tech University community at multiple Hospitality Services locations around campus. The highlight was grabbing a delicious donut at Red’s Donut Shoppe and Pollo Loco StrEat Tacos from the StrEat Food Truck.

Recreational Sports (RS):

- The Leisure Pool was named “Best Place to Go Swimming” and “Best Place to Cool Off” by the Lubbock Avalanche Journal in their annual Reader’s Choice Awards.
- Hosted
  - Sport Club Regional Soccer tournament here in Lubbock October 28th – 30th. There were 20 teams from around the region who qualified for the event. There were 8 women’s and 12 men’s teams. Professional staff from Universities around the region came in to help with the tournament and to see our facilities as well as officials from around the North Texas region. Games were played at the West Rec Grass Fields and at the West Rec Turf Complex. It was a very successful tournament. Tech had not hosted a soccer regional since 2010.
  - Early voting

Student Union Activities (SUB):

- Hosted
  - RaiderGate: A Student Tailgate tradition at home games.
  - Event at Altitude Trampoline Park where over 100 students attended.
  - Volunteer Fair had over 100 people stop by and consisted of 33 non-profit agencies and student organizations.
  - Outdoor Cinema: Bark in the Park for students and community members to attend with their dogs.
  - Red Raider Rally with Transition and Engagement.

University Student Housing (USH):

- During October, Residence Life received 518 applications and performed interviews for our Community Advisor position for the next academic year. This is a 180% increase from 2015. Efforts were made to reach more students with this job opportunity for next year. By interviewing and hiring by the end of
January 2017, this enables students to plan accordingly for the upcoming summer and the next academic year.

- The Residence Halls Association hosted the annual Complex Council Officer training retreat from October 8-9, 2016 in Happy, TX. In total, 92 students obtained approximately 10 hours of training each; for a total of 920 training hours.
- Associate Director and Managing Director (MD) presented "Sustainability Starts with Us" at the National Association of College Auxiliary Services Conference held in Indianapolis, IN. The program provided information on University Student Housing's efforts regarding recycling and sustainability. MD also presented "Auxiliaries and University Financial Support" at the National Association of College Auxiliary Services Conference held in Indianapolis, IN. The program discussed housing’s role in providing institutional financial support as well as services that benefit the campus community.
- RHA’s spring 2016 ‘Blue Light Scavenger Hunt’ event was awarded the Southwest Affiliate of College and University Residence Halls (SWACURH) regional ‘Program of the Year’ at the SWACURH Annual Leadership Conference in October.

**Operations:**

**Grounds Maintenance:**
- Managed the installation of the University Avenue Streetscape/Landscape project on the East side of the C-2 parking lot. This upgrade was made possible by a generous donation to the university.

**Operations Division Admin:**
- Finalized funding and planning phase of the 19th Street Project, Architectural Fabrication Expansion, and placement of 30.06 signs project.
- Completed CCIR report for FY16 and Deferred Maintenance and Life Safety reports for FY17.
- Traveled to Costa Rica for planning session.

**Operations Division Department of Utilities:**
- Saved $18,643 on gas cost from 3.14 MLB of Cogen Steam in August 2016.
- Substantial completion of #3 Chiller Replacement Project under $6.7 million budget at approximately $6.2 million. Scheduled completion date is December 2017. Both electric chillers operational for testing and production.

**Operations Division Engineering Services:**
- Completed Campus Condition Index Report for 2016 reporting to THECB.