



Texas Tech University

Administration and Finance

Administration & Finance (A&F):

- The CFO worked closely on the following:
 - Served on the following search committees: Vice President for Research, and Senior Vice President for Academic Affairs/Provost.
 - Preparation for the December Board of Regents meetings.
 - Participated in Department Forums and call out for infrastructure renovation needs.
 - USNWR analysis.
 - LBB follow up items on Strategic Fiscal Review and Legislative Appropriation Request.
 - Review TTU's Annual Financial Report.
 - Cluster Initiative 3-year financial review.
 - Review of bond financed projects eligible for refinancing options.
 - Continued work on:
 - TTU at Costa Rica
 - Enterprise Risk Management
 - FLSA
 - Enrollment Dashboard
 - Space Allocation Committee
 - Facilities Allocation Committee
 - Strategic Planning Committee
- Training and Travel by the CFO:
 - Oklahoma City for SACUBO Fall Workshop
 - Fort Worth for TASSCUBO 2016 Primary Members Retreat.
 - Provided welcome remarks to participants that traveled to TTU to attend APPA Toolkit Training.
 - Serve on planning committee for Higher Education Taxation Institute to be held June, 2017 in Austin, TX.
 - Presented financial topics to Dean's Council.

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>). Administration & Finance team leaders are encouraged to report department activities and accomplishments on this page. Some highlights are included on the following pages.



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Finance:

Administration and Finance Information Systems Management (AFISM):

- Hosted a comprehensive training session for off-campus employees of the Fredericksburg and Marble Falls campus sites. Total training consisted of six standalone courses brought together for customer convenience and efficiency.
- In partnership with TTU Athletics, completed a customized donor contribution mailer. As a result of this project, over 8,500 unique letters were mailed out to Athletics supporters with personalized, detailed information.
- Deployed three new Online Learning Modules: Introduction to FiTS, Property Inventory, Xtender Browse User Role. Continuing to align services rendered with the need for on-demand information and training.
- Provided training to 82 employees for a total of 281 training hours, covering topics: Financial Reporting, HR Reporting, Xtender, INB Navigation, ePAF, EOPS, Travel, Financial Transactions System, Property Inventory, TechBuy, and introduction to Cognos.

Accounting Services (AS):

- In continued efforts to reduce the faculty administrative burden related to sponsored projects, OP 65.02 (effort reporting) has changed the training requirement to once every 3 years instead of every 2 years after an analysis of AAU Texas schools' effort training requirements.
- Hosted 4 Raider Research University sessions in the month of November, 2 of which included distance learning for staff at the TTU Junction Campus. This provided training on post-award sponsored project managements and effort certification concepts and reporting requirements.
- Collaborated with multiple departments across campus to ensure Protected Health Information (PHI) is appropriately redacted/excluded from accounting systems.
- Completed a review of all fellowships to ensure appropriately captured as RRE.
- Submitted the following required reports for TTU to various state agencies Annual Financial Report, THECB Sources & Uses (includes TRE and RRE), Schedule of Expenditures of Federal Awards (SEFA), and APS011. Additionally, Accounting Services submitted research expenditure data for the following surveys on behalf of TTU: US News Education, US News Engineering, and American Society for Engineering Education.

Budget and Resource Planning and Management:

- Managing Director represented TTU at the annual Texas Association of State Senior College and University Business Officers Budget ("TASSCUBO") workgroup meeting to discuss upcoming budget and legislative issues that impact Texas Tech University and other institutions of Higher Education in Texas.



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- Submitted merit data information from Budget Prep to Human Resources in support of their Workforce Summary Survey report.
- Research Funding Report mandated by the General Appropriations Act was submitted and draft of state mandated Administrative Accountability Report submitted to Governmental Relations for submission.
- Annual Staff Compensation Report submitted for publication on TTU Reports to the State website.

Financial & Managerial Reporting Services (FMRS):

- Attended underwriter selection interviews conference call for the 2017 bond issue held by the TTU System CFO and Treasury offices.
- Participated in project request scoring matrix discussion meeting with IT to learn about the scoring methodology that will be used by IT going forward for new enterprise wide IT projects.
- Submitted the FY16 TTU System Combined Annual Financial Report (CAFR) to the State Comptroller's Office. The report includes all TTU System component institution AFR financials, notes and schedules which is combined into one report for the state. CAFR group provided extensive review of component institution AFR data submitted to the CAFR office. AVP prepared fluctuation explanations for certain financial statement fluctuations for the State Comptroller's office.
- Worked with AFISM on the automation of a new SCH Cognos report for use with the new differential tuition model using new college and student attribute codes implemented in FY17.

Student Business Services (SBS):

- Completed the NACUBO Policies and Procedures survey. This survey is conducted approximately every 3 years. Those that submit a survey are eligible to receive the compiled results. This survey has proved to be instrumental in comparing TTU SBS policies and procedures against those of our peers.

Auxiliary Services:

Recreational Sports (RS):

- Jake Bush and John Marquez attended the NIRSA Regional Flag Football Championships at the University of Texas at Dallas, November 11-13, 2016. Jake advanced to work a Co-Rec semifinal game as the Line Judge. John advanced to work the Co-Rec Championship game as the Back Judge.
- Several Rec Sports staff members presented at the Regional Conference to include: Bret Mcquillen and Rebecca Hummel presented on: How to build communities with your department utilizing the CrossFit concept and Trivor Admas presented on: Making the connection- the core of small group training.
- Laura Thomas attended by invite to help with the administration of the National Sport Club Soccer National Tournament. She was on the leadership team.
- A Yoga class was held at the Law School for the Criminal Law Student Association for their annual Stressed Out Day. To assist the Law students in dealing with tests.



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United Supermarkets Arena (USA):

- United Supermarkets Arena was named Lubbock Avalanche Journal's 2016 Best of Lubbock in two categories: Best Place to see a Concert & Best Event Center.

University Parking Services (TPS):

- The executive director of the Texas Health and Human Services Commission appointed TPS associate managing director, Lee Sonnenberg, to the THHSC Policy Council for Children and Families.
- In their 15th year, the Free Car Clinics continue to provide a valuable service to TTU students, employees, and visitors. Clinics in FY16 saw a total of 674 attendees and vehicles, the most ever recorded, and fitted 21 child car seats, another program high. The fall 2016 clinic held November 9 had 178 attendees.
- TPS media relations coordinator, Stacy Stockard, was named to the Young Professionals of Lubbock's 2016 Twenty under Forty.
- TPS managing director, Eric Crouch, was appointed to serve on the seven-member Accreditation Governing Commission for the National Parking Association. NPA is launching a new parking organization accreditation program, and the commission steers and advises the new program.

University Student Housing (USH):

- Drew Jahr, Assistant Director, applied for and received a Central APPA Region Continuing Education Grant to attend the APPA Institute for Facilities Management, January 2017, Dallas Texas. The grant total was \$1,955 to help with registration and travel costs.
- Brikitta Hairston, West Village Complex Council member, had her first book published. "For the Benefit of My Satisfaction" by Author House Publishing.
- The National Residence Hall Honorary received a record number, 161, nominations for membership into their organization. Membership is limited to 1% of the residence hall community. For Texas Tech, that would be 74 active members.
- The Residence Halls Association's Clean Up the Environment (CUTE) Club hosted daily events during the week of November 7th, promoting sustainability on campus. During the week, they collected over 300 pounds of recycled materials from a door-to-door collection campaign.
- All staff participated in professional development programming that highlighted Campus Carry, Active Shooter and office safety training provided by TTUPD and Disney training facilitated by Craig Kuehnert, Assistant Director. 25 hours of training.



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Operations:

Grounds Maintenance:

- Completed the C-4 Parking Lot Expansion.
- Street Traffic Lanes, Crosswalks were striped on the TTU Main Campus with Thermo Striping to give a better visual view of all markings, and to keep the Students, Faculty, Staff and General Public safer on campus.

Operations Division Admin:

- Operations Division participated in the KTTZ documentary of Sustainability.
- Continued work with Costa Rica facilities requests.
- Attended meeting with Registrar's office to begin reviewing SUE scores and classroom scheduling.
- Participated in the Maedgen Expansion General Contractor review.

Operations Division Planning and Administration:

- Submitted the annual THECB CCIR Report for FY2017. The report was approved at the October Board of Regents Meeting.
- Presented at Ad Astra Users Conference: Making Event Forms Work for You.
- Participated as a THECB Peer Review Team (Team Lead) for a facilities inventory audit of University of Houston Downtown.
- Space Planning & Information Staff held a conference call with Texas A&M University Kingsville staff to discuss Facilities Inventory management, best practices, processes and systems.

Operations Division Department of Services:

- Red Raider Shred savings to university \$3,005, 46%, 104 bins, 10 hard drives, 7.68 tons shredded.

Operations Division Department of Utilities:

- 2016 Distinguished Staff Award Recipient Gabriel Guzman and Martha Ritz received Chancellor's Award of Excellence.

Operations Division Engineering Services:

- Operations Division TTU hosted APPA (Association of Physical Plant Administrators) Supervisor Toolkit Conference with 18 attendees; Course was designed to furnish supervisors the tools necessary to be an effective/efficient manager and leader to their team and university facility. Had a well-rounded diverse group representation from a variety of other universities (32 hours).
- Fraud Prevention Training for 46 attendees. Class was designed to bring new changes and bring awareness to those whom had any interaction with FOPs in the division (2 hours).
- Presented information regarding institutional furniture purchases to the Procurement Services Forum.